



Job Title:	Executive Administrative Assistant – R&D and Human Resources
Location:	Houston, TX – JFK
Employment Status:	Full-time
Reports To:	Chief Technology Officer (CTO)
Travel (%):	< 5 %
<u>Major Roles & Responsibilities</u>	<p>Kraton Corporation is looking to hire a new member of our team. The Administrative Assistant will be a key member providing assistance as required to the R&D and Human Resources leaders.</p> <p><u>Major Roles & Responsibilities:</u></p> <ul style="list-style-type: none"> • Coordinate calendars, arrange travel and processing of expense reports for both CHRO and CTO. • Proactively prioritize task list in best interest of CHRO/CTO. • Assist in recruiting efforts, including but not limited to scheduling interviews, booking candidate travel and acting as on-site point of contact. • Coordinate meetings with other geographical regions (ex: Europe and Asia) • Coordinate conferences and meetings from inception to closure. • Provide additional support for local and visiting staff, as needed. • Provide general administrative support. • Maintain confidentiality when handling sensitive company information and documents. • Perform additional job duties relevant to HR and R&D business functions. <p><i>The statements above are intended to describe the general nature and level of work performed by employees assigned to this classification. Statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.</i></p> <p><i>Kraton’s internal talent acquisition team manages our recruiting efforts and from time to time works with pre-selected/pre-approved external staffing agencies. We do NOT accept unsolicited resumes or candidate referrals from recruiters and/or agencies who are not pre-selected/pre-approved.</i></p>
<u>Skills and Experience</u>	<ul style="list-style-type: none"> • Minimum High School Diploma • 5+ years administrative experience in a corporate environment, including executive administrative experience • Microsoft Office proficiency at intermediate/advanced level required (especially powerpoint) • HR or R&D experience <i>preferred</i> • Experience working on project teams • Professional demeanor in establishing and maintaining effective relationships with team members, and internal and external customers • Demonstrated competence to work with minimum supervision and effectively with all levels in the corporation • Must be able to handle duties with the highest level of confidentiality • Prioritization of multiple tasks to meet deadlines • Time management and organizational skills due to the challenge of supporting more than one leader • Strong communication and organizational skills • Ability to maintain effective interpersonal relationships while under pressure • Understanding current policies/procedures
<u>How to Apply</u>	<p>Submit your resume to jobs@kraton.com</p> <p>Your privacy is important to us. For information on how we handle your personal data, please review our applicable Privacy Statement</p>