



<b>Job Title:</b>	Executive Administrative Assistant
<b>Location:</b>	Houston, TX
<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	This position will report to the Sr. VP Chief Technology Officer and Sr. VP Chief Human Resources Officer
<b>Travel (%):</b>	< 5%
<b><u>Major Roles &amp; Responsibilities</u></b>	<p>Kraton Corporation is looking to hire a new member of our Executive Administrative team. The primary purpose of this role is to provide executive level administrative support to at least one Kraton Senior Vice President and their respective teams while performing additional essential supportive functions.</p> <p><b>Major Roles &amp; Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Coordinates and arrange meetings (on/offsite), conference, complex travel arrangements (domestic/international), and processing VISA applications.</li> <li>• Maintain multiple executive calendars; prepare meeting agenda, design and proofread general correspondence including memos, charts, tables and graphs.</li> <li>• Prepare, reconcile and process invoices via SAP and expense reports via Concur monthly.</li> <li>• Answer non-routine correspondence and assemble highly confidential and sensitive information regularly.</li> <li>• Assist with office facilities management.</li> <li>• Handle matters expeditiously, proactively and with follow-through on projects to successful completion often with deadline pressures.</li> <li>• Collaborate and coordinate with the other administrative team members and the back-up support for other admins, including receptionist, at times.</li> </ul> <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>
<b><u>Skills and Experience</u></b>	<ul style="list-style-type: none"> <li>• Bachelor's Degree from an accredited college/university</li> <li>• 8 years of administrative experience</li> <li>• Excellent written and verbal communication skills with the ability to interact and present information to individuals across multiple levels of the organization</li> <li>• Strong interpersonal skills with the ability to work well in a global team environment</li> <li>• Ability to multitask high demand assignments efficiently and effectively in fast-paced environment</li> <li>• Demonstrated poise, tact, diplomacy and professionalism by maintaining a high degree of ethics, integrity and confidentiality</li> <li>• Proficiency in MS Office, Outlook, Word, Excel, Powerpoint, SAP, SuccessFactors, Sharepoint, Concur</li> </ul>
<b><u>How to Apply</u></b>	Submit your resume to <a href="mailto:jobs@kraton.com">jobs@kraton.com</a>