

Job Title:	Sr. Administrative Assistant
Location:	Houston Innovation Lab
Employment Status:	Full-time
Reports To:	Global Research & Development
Travel (%):	< 5%
<u>Major Roles & Responsibilities</u>	<p>Kraton Corporation is looking to hire a new member of our Global R&D team. The primary purpose of this role is to provide complex, high level administrative and office support to ensure the efficient operation of Kraton. The role will often support multiple directors, managers and employees, or a designated Kraton facility, through a variety of complex tasks, including confidential tasks, related to organization and communication.</p> <p>Major Roles and Responsibilities:</p> <ul style="list-style-type: none"> • Coordinate and arrange meetings (on/offsite), conferences, complex travel arrangements (domestic/international), and processing VISA and Passport applications. • Maintain multiple calendars; prepare meeting agenda, design and proofread general correspondence, such as memos, charts, tables and graphs. • Answer non-routine correspondence and assemble highly confidential and sensitive information regularly. • Prepare, reconcile and process invoices via SAP and expense reports via Concur regularly. • Assist with office facilities management, inclusive of purchasing supplies. • Handle matters expeditiously, proactively, and with follow-through on projects to successful completion, often with deadline pressures. • Lead special projects and activities. <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 5 years of administrative experience. • Excellent written and verbal communication skills with the ability to interact and present information to individuals across multiple levels of the organization. • Strong interpersonal skills with the ability to work well in a global team environment. • Proficiency in MS Office (Outlook, Word, Excel, PowerPoint) SAP, SharePoint, Concur. • Ability to multitask high demand assignments efficiently and effectively in fast-paced environment. • Demonstrated poise, tact, diplomacy and professionalism by maintaining a high degree of ethics, integrity and confidentiality • High school diploma required • Bachelor's degree preferred
<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>