

Executive Administrative Assistant

Description

Executive Administrative Assistant

Location: Charlotte, NC – Hybrid

Compensation: \$50,000–\$65,000 annually (to start)

Schedule: 40+ Hours Per Week | **Hybrid**

Position Type: 1099 | Independent Contractor

Travel: Occasional travel may be required

Our client, a growing national franchise organization in the logistics, freight, pallet, and packaging industry, is seeking a sharp, energetic, and highly organized Executive **Administrative Assistant** to support its executive team and growing organization.

This is an excellent opportunity for someone who is already strong administratively but wants **more than just an administrative job**.

We are looking for someone who is positive, fun to work with, technologically savvy, highly organized, and capable of figuring things out without needing constant direction. You don't need to walk in knowing every aspect of the business. What matters is that you are **coachable, eager to learn, dependable, and able to take ownership of your responsibilities**.

The right person will initially focus primarily on administrative support while being trained and developed to take on additional responsibilities in operations, franchise support, projects, and other areas of the business.

If you feel that you are the right person for this opportunity then we want to hear from you today!

Veterans Welcome!

What You'll Do

- Provide day-to-day administrative support to executive leadership.
- Manage calendars, scheduling, correspondence, documentation, and follow-up.
- Prepare reports, spreadsheets, presentations, and professional communications.
- Assist with purchase orders, invoices, accounts receivable/payable, and general administrative functions.
- Maintain organized files, records, contracts, and business documentation.
- Communicate professionally with franchise owners, vendors, contractors, customers, and internal team members.
- Help coordinate meetings, travel, company events, and special projects.
- Utilize Microsoft Office, Outlook, CRM systems, Canva, and other business technology.
- Learn new systems, processes, and responsibilities as the company grows.
- Identify issues, ask good questions, and help find solutions rather than

Hiring organization

Titan Executive Search

Employment Type

Full-time

Industry

Transportation, Logistics, Supply Chain and Storage

Job Location

Charlotte, NC, USA

Base Salary

\$ 50000 - \$ 65000

Date posted

September 14, 2026

simply waiting for instructions.

- Take on additional operational and project responsibilities as your knowledge and capabilities develop.

Who We're Looking For

We are looking for someone who is organized, upbeat, resourceful, coachable, and dependable. Personality and potential are important for this position.

You should be someone who:

- Has strong administrative and organizational skills.
- Is comfortable working independently without being micromanaged.
- Takes initiative and follows through on commitments.
- Is technologically savvy and learns new software quickly.
- Has excellent attention to detail.
- Communicates professionally and confidently, both verbally and in writing.
- Can manage several priorities without becoming overwhelmed or losing track of details.
- Has good judgment and knows when to handle something independently and when to ask for direction.
- Enjoys solving problems and figuring things out.
- Is positive, personable, and fun to work with.
- Is comfortable interacting with executives, business owners, and franchisees.
- Is receptive to coaching, feedback, and learning new responsibilities.
- Wants an opportunity to grow professionally rather than remain in the same administrative role indefinitely.

Preferred Experience

- 3+ years of administrative, executive support, office coordination, customer service, or similar professional experience.
- Experience supporting executives, managers, or business owners is helpful but not required.
- Strong Microsoft Office and Outlook skills.
- Experience with spreadsheets, reporting, invoicing, purchase orders, or general business administration is preferred.
- Experience with CRM platforms, HubSpot, Canva, or similar technology is a plus.
- Franchise, logistics, freight, packaging, or industrial-services experience is helpful but not required.

We are more interested in finding the right person with the right attitude, aptitude, and work ethic than someone who already knows every aspect of the position.

Work Environment

This is a full-time hybrid position based in the Charlotte, North Carolina area. The successful candidate must be able to work independently and maintain consistent availability during normal business hours.

Because this position supports executive leadership and a growing national franchise organization, occasional local meetings and periodic travel may be required.

Growth Opportunity

This position is intentionally designed with room to grow.

The person hired does not need to come in as an experienced operations professional. The company is willing to teach the business and develop the right individual over time.

Someone who demonstrates initiative, sound judgment, reliability, and the ability to learn could gradually take on responsibilities involving **operations, franchise support, project coordination, executive support, and other areas of the organization.**