

Executive Operations Assistant

Description

Executive Operations Assistant – Charlotte, NC – Remote/Hybrid

Compensation: \$70,000–\$90,000 annually

1099 Independent Contractor | Full-Time | Remote/Hybrid

Must be located in the Charlotte, NC area

Our client, a growing national franchise organization in the logistics, freight, pallet, and packaging industry, is seeking an exceptional **Executive Operations Assistant** to support its CEO and VP of Franchising.

This is **not a traditional administrative assistant role**.

We are looking for a highly capable, energetic, polished professional who can become a true right hand to executive leadership. This person will help manage priorities, solve problems, coordinate projects, communicate with franchise owners and business partners, and keep important initiatives moving forward.

The ideal candidate is someone who doesn't wait to be told what to do. You see what needs to happen, take ownership, and get it done.

What You'll Do

- Provide high-level administrative and operational support to the CEO and VP of Franchising.
- Manage executive priorities, scheduling, correspondence, follow-ups, projects, and documentation.
- Prepare reports, presentations, spreadsheets, and business communications.
- Assist with purchase orders, invoices, accounts receivable/payable, and other administrative functions.
- Work with contracts and contractual documentation with exceptional attention to detail.
- Communicate regularly with franchise owners, brokers, vendors, contractors, and internal team members.
- Support franchise initiatives, reporting, communication, and follow-through.
- Utilize Microsoft Office, Outlook, HubSpot, Canva, CRM systems, and other business technology.
- Coordinate company meetings, franchise events, travel, and special projects as needed.
- Identify problems, recommend solutions, and help improve processes throughout the organization.
- Step in and help keep operations moving when executive leadership is unavailable.
- Travel periodically to franchise locations, meetings, and company events.
- Grow into additional operational and personnel-management responsibilities as the organization expands.

Who We're Looking For

We are looking for an **exceptionally organized, proactive, positive, and resourceful professional** who thrives in a fast-moving entrepreneurial environment.

Hiring organization

Titan Executive Search

Employment Type

Full-time

Industry

Transportation / Logistics

Job Location

Charlotte, NC, United States

Base Salary

\$ 70000 - \$ 90000

Date posted

August 28, 2026

You should be someone who:

- Takes initiative and requires minimal supervision.
- Has outstanding attention to detail.
- Finishes what you start and follows through consistently.
- Can manage multiple priorities without losing track of the details.
- Is comfortable making appropriate decisions and solving problems independently.
- Communicates exceptionally well both verbally and in writing.
- Builds relationships easily and brings positive energy to a team.
- Is comfortable interacting with senior executives, business owners, and franchisees.
- Is technologically savvy and learns new systems quickly.
- Can handle difficult conversations and occasional confrontation professionally.
- Is creative and willing to bring new ideas to leadership.
- Has strong business judgment and understands how to prioritize.
- Is collaborative, coachable, dependable, and willing to help wherever needed.
- Wants to grow beyond an administrative role and eventually take on greater operational and leadership responsibility.

Preferred Experience

- Executive Assistant, Senior Administrative Assistant, Executive Operations, Operations Coordinator, Office Manager, or similar experience.
- Experience supporting senior executives or business owners strongly preferred.
- Experience with reporting, contracts, invoicing, purchase orders, AR/AP, and general business administration.
- Strong Microsoft Office and Outlook skills.
- Experience with HubSpot, Canva, CRM platforms, or similar business technology is a plus.
- Franchise, logistics, freight, packaging, industrial services, or related experience is helpful but not required.

Remote Work Expectations

This is a remote position, but candidates **must be located in the Charlotte, North Carolina area.**

This is also a full-time professional commitment. The successful candidate must have a dedicated work environment that allows for focused work, confidential conversations, professional phone/video meetings, and consistent availability during normal business hours, generally **8:00 a.m.–5:00 p.m., Monday through Friday.**

Position Details

- **Compensation:** Approximately \$70,000–\$90,000 annually, based on experience and capability
- **Employment Structure:** 1099 Independent Contractor
- **Location:** Charlotte, NC area
- **Work Arrangement:** Remote / Work From Home / Hybrid
- **Travel:** Periodic travel required

This position offers significant opportunity for increased responsibility and

compensation based on performance and company growth.

The right person will become someone executive leadership **doesn't want to operate without**—a trusted resource who makes the leadership team more effective, keeps priorities moving, solves problems, and helps make the organization better.