



Executive Assistant

The Executive Assistant will support Novation's senior leadership team and Board of Directors, while being responsible for some Human Resource functions and supporting our Marketing team.

Location:

Oakdale Branch

Job Details:

- Excellent Office 365 skills (Word, Excel, PowerPoint, Adobe, SharePoint)
- Organized, detail oriented, adaptable and enjoys variety
- Flexible schedule with hybrid option
- Good communication skills

Qualifications:

- HR emphasis with payroll, new employee onboarding, benefits administration
- Bachelor's degree and/or a minimum of five years of professional office experience

We offer attractive pay, PTO and the potential to participate in our 401K plan.

Novation provides financial solutions primarily to 3M employees and their families in an enjoyable and professional work atmosphere.

If you are interested in learning more about this opportunity, please send a letter of interest and your resume to humanresources@novation.org.