



*To revolutionize the building products industry.*

## Job Description

Company: Prosoco

Position: Executive Assistant to the President

Supervisor: President

Classification: Exempt

Location: Lawrence, KS

Website: <https://prosoco.com/>

### Company:

In 1939, Al Boyer started the Process Solvent Company with a simple idea: create effective cleaning solutions for industrial equipment. What began as a small venture in Kansas grew into PROSOCO, a nationally recognized leader in construction chemicals. Today, from its headquarters in Lawrence, Kansas, PROSOCO develops high-performance products that clean, protect, and preserve some of the most iconic buildings in the country.

Over the decades, PROSOCO's focus has expanded to include air and water barriers, concrete flooring systems, and masonry restoration solutions. Their products—like Sure Klean, R-Guard, Consolideck—are used by architects, engineers, and contractors to make buildings stronger, more beautiful, and more sustainable.

You'll find PROSOCO's work in places like the U.S. Capitol, the Getty Center, the Pentagon, and even right at home in historic downtown Lawrence. Still family-owned and operated, the company blends science and craftsmanship to solve real-world problems in the built environment. With innovation at its core and deep roots in the Midwest, PROSOCO continues to shape the future of construction—one building at a time.

### Opportunity:

The Executive Assistant to the President is a strategic partner that is responsible for anticipating needs, managing schedules, coordinating meetings, conducting research, and overseeing key administrative tasks. This position works in tandem with the President and understands how to execute their vision and plans. This role requires exceptional organizational skills, attention to detail, and the ability to think ahead, understanding the larger business objectives and actively working to help achieve them.

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### Key Responsibilities:

#### Executive Support & Planning:

- Think strategically and plan proactively to ensure seamless execution of daily operations and long-term initiatives. Stay one step ahead of the President by anticipating needs and preparing accordingly.
- Provide timely insights and research to support informed executive decision-making.
- Manage the President's calendar, collaborating with staff to schedule, adjust, and prioritize meetings. Anticipate scheduling conflicts and proactively resolve them.
- Ensure all preparation materials are available well in advance of meetings and events.

#### Data Research & Analysis:

- Research and distill complex company and industry data into concise summaries.
- Maintain updated knowledge of market conditions, industry trends, and regulatory developments.

#### Project & Task Management:

- Develop and manage daily, weekly, monthly, quarterly, and annual task calendars for timely execution.
- Track long-term projects to ensure steady progress toward completion and alignment with deadlines.

#### Corporate & Legal Documentation:

- Prepare and maintain corporate stock books, and corporate ownership tree.
- Draft and manage Manufacturers Representatives Sales Agreements, ensuring compliance and communication with relevant stakeholders.
- Maintain legal files, corporate contracts, trademarks, and other confidential documents.
- Assist the General Counsel and outside attorneys as needed.

#### Event Coordination & Executive Engagement:

- Plan and oversee executive-level gatherings, sales meetings, and corporate events.
- Organize in-person meetings, ensuring catering, travel logistics, and facility setup.
- Conduct follow-ups after meetings to drive execution of key actions.

#### Reporting & Data Management:

- Utilize CRM tools and dashboards to track progress toward organizational goals.
- Provide executive leadership with updated key metrics and historical sales trends.
- Facilitate sales tracking and scoreboard communication with the President and leadership team.

#### Strategic Initiative & Relationship Management:

- Track progress on strategic initiatives set by executive team.
- Support director-level sales leaders by coordinating leads and ensuring timely follow-ups.
- Assist in the development and revision of presentations and key

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corporate documents.

**Administrative & Communication Support:**

- Screen incoming calls, emails, and communications for the President, ensuring efficient responses.
- Process expense reports and coordinate travel arrangements for the President.
- Maintain compliance with industry organizations, corporate memberships, and rebate programs.

**Other Responsibilities:**

- Complete all assigned training courses.
- Contribute to a safe and environmentally secure work environment for themselves, their coworkers, and our customers by following established safety procedures.
- Perform other duties as assigned, if qualified, to meet business demands.

**Knowledge, Skills & Abilities:**

- Discretion - Maintain complete discretion with sensitive and confidential information.
- Communication - Excellent communicator (verbal & written), confident, engaging, and approachable with strong interpersonal skills.
- Personable - Strong client-focused mind-set; building valuable relationships and collaboration within multiple levels of the organization.
- Time Management - Excellent time management, organizational skills, and attention-to-detail to juggle a variety of responsibilities in a timely manner and quickly adjust to last-minute changes.
- Written Comprehension - The ability to read and understand information and produce short format summaries with key points for pivotal decision making
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, writing SOP's, and other office procedures and terminology.
- Active Listening - Giving full attention to what others are saying, taking time to understand the points being made, and asking questions as appropriate.
- Feedback - Willingness to give and receive constructive criticism.
- Critical Thinking and Problem Solving - Use logic and reason to understand problems and suggest creative/alternative solutions.

**Competencies:**

- Integrity - Job requires being honest and ethical.
- Dependability - Job requires being reliable, accessible, and fulfilling obligations within assigned timelines.
- Attention to Detail - Job requires excellent attention to detail skills and thorough completion of assigned tasks.
- Cooperation - Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude, but professionally firm when necessary.
- Initiative - Job requires a willingness to proactively take on responsibilities and challenges that align with organizational objectives

- Adaptability/Flexibility - Job requires being open to change and to variety in the workplace.
- Persistence - Job requires persistence in the face of obstacles and creative thinking to identify, plan, and execute alternative paths to success.

Technology Requirements:

- Proficient computer skills, especially in all Microsoft Office 365 applications.
- Previous experience with project management software such as Asana, Dynamics 365, Sales Force, Great Plains, Power BI, and other systems

Education:

- Associate or bachelor's degree in business administration, project management, paralegal studies or similar area of study preferred.
- A minimum of 2 years of previous experience supporting C-level executives required.

Physical Demands & Work Requirements:

- Ability to frequently carry, lift and/or move up to 20 lbs. and occasionally lift and/or move up to 75 lbs.
- Digital dexterity and hand/eye coordination in operation of office equipment.
- Ability to speak to and hear customers and/or employees via phone and in person.

Working Condition & Environment

Most of your time is spent in a typical office setting which would pose no hazardous or significantly unpleasant conditions. Occasional trips to production and shipping areas may result in minimal exposure to chemicals and manufacturing conditions. Minor amounts of dust and vapor may be encountered. Personal Protective Equipment (PPE) is provided when/where required. Production and shipping areas may not be climate controlled, but are equipped with state-of-the-art air handling equipment and ventilation systems to maintain a safe working environment.



About Cornerstone Kansas City:

Cornerstone Kansas City (CKC) is a leading retained executive search firm based in Prairie Village, Kansas that helps great companies recruit great people. For more than 40 years, Cornerstone Kansas City has excelled in serving its client companies with executive talent acquisition, leadership development and career transition services across the Central Midwest region of the United States. Cornerstone Kansas City has successfully completed more than 1,600 retained executive search assignments for C-suite, President, Vice President, Director and Senior Management-level positions. To inquire about how Cornerstone Kansas City can serve your executive talent acquisition needs, please [click here](#) to visit our website.

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