



Rantec Power Systems Inc.
Los Osos, California

Title: Executive Leadership Associate

Date: September 2026

Department: Executive Leadership

FLSA Status: Exempt

Reports to: EVP

Scope

Rantec is seeking a highly capable, proactive Executive Leadership Associate to support two Executive Vice Presidents (EVP) that all-in oversee Business Development, Engineering, Operations, and Quality. The role increases executive capacity by managing priorities, communications, meetings, travel, Board preparation, and day-to-day coordination.

A key objective is to act as a trusted first point of contact, anticipate executive needs, and filter routine requests and follow-up, allowing the EVPs to better focus on strategy, customers, business performance, and organizational leadership. The role also supports cross-functional priorities and special projects and offers significant opportunities for increasing responsibility based on capability and performance.

Essential Duties and Responsibilities

Duties include, but are not limited to, the following:

Key Responsibilities

- Proactively manage executive calendars, prioritize requests, resolve conflicts, and protect designated time set aside for project focus and direction-setting.
- Monitor and triage executive email; identify priority items, route requests, draft routine responses, and ensure timely follow-up.
- Act as a first point of contact for the EVPs; redirect or resolve routine requests and administrative matters while escalating issues requiring executive attention, decision, or intervention.
- Coordinate effectively with the EVPs' teams, customers, suppliers, Board members, and other internal and external stakeholders.
- Attend designated executive and staff meetings; prepare agendas, coordinate and collect pre-reads and supporting materials, capture decisions and actions, and drive follow-up through completion.
- Proactively track executive priorities, commitments, risks, upcoming deadlines, owners, and required decisions; follow up and escalate as appropriate.
- Coordinate recurring leadership and functional reviews across Business Development, Engineering, Operations, and Quality.
- Support EVP Board preparation, including schedules, presentation materials, version control, rehearsals, and follow-up actions.
- Arrange executive travel and external meeting logistics, including itineraries, transportation, accommodations, customer and supplier visits, and schedule changes.
- Prepare, edit, and format executive presentations, correspondence, briefing materials, reports, and other communications.
- Process executive expenses, coordinate approvals and signatures, and maintain organized and confidential records.

- Support cross-functional executive priorities and special projects; proactively request and follow up on information, decisions, and deliverables.
- Continuously improve executive administrative processes, communication flow, and meeting effectiveness.

Required Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience.
- Exceptional organizational skills and ability to manage multiple competing priorities with strong attention to detail and follow-through.
- Strong written and verbal communication skills, professional presence, emotional intelligence, and comfort working with senior leaders and employees at all levels.
- Sound judgment, discretion, and ability to triage information, determine priorities, and handle sensitive or confidential matters.
- Self-starter with initiative, ownership, adaptability, and the ability to operate effectively with limited direction.
- Strong business curiosity and problem-solving ability, with capacity to quickly understand commercial, technical, and operational priorities.

Preferred Qualifications

- Prior executive support experience is not required; relevant internships or experience in business, engineering, manufacturing, finance, project coordination, or a related environment are valued.
- Experience coordinating meetings, projects, events, travel, presentations, or cross-functional activities.
- Exceptional proficiency with Microsoft Outlook, PowerPoint, Word, Excel, Teams, and ability to quickly learn new productivity tools.
- Exposure to aerospace, defense, manufacturing, engineering, or another technical environment, and/or demonstrated leadership through work, internships, academics, military service, athletics, or student organizations.

Physical Requirements

The physical demands described here are representative of those required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly operates a computer and other office productivity equipment and may remain in a stationary position for extended periods.
- Frequently moves throughout the office and manufacturing facility to attend meetings and coordinate activities; occasional travel may be required.
- Occasionally lifts or carries items up to 20 lbs.

Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

EMPLOYEE NAME (PRINTED): _____

EMPLOYEE SIGNATURE: _____ **DATE:** _____

Rantec is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or status as a protected veteran. Rantec will consider reasonable accommodation to its policies for employees and applicants due to sincerely held religious belief.