



JOB DESCRIPTION

POSITION: Executive Assistant
DEPARTMENT: Operations
REPORTS TO: Chief Operating Officer
CLASSIFICATION: Non-Exempt
APPROVED BY: Chief Operating Officer
APPROVED DATE: 10/1/17

Summary

The executive assistant provides high-level administrative support to company executives by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Type reports, memos, letters and other documents using word relevant computer software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Manage executive's daily schedules
- Act as an office manager by keeping up with office supply inventory
- Record, type and distribute meeting minutes.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- Coordinate the schedule and preparations for the conference/training rooms File and retrieve corporate documents, records and reports.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for executives.
- Responsible for scheduling facility maintenance.
- Facilitate building and other operating permits.

Competencies

- Communication Proficiency
- Time Management
- Collaboration Skills
- Personal Effectiveness/Credibility
- Flexibility
- Technical Capacity
- Stress Management/Composure

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephone, headset and photocopiers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The employee is regularly required to stand or sit and move about the facility.

Position Type/Expected Hours of Work

This is a full-time position, Monday through Friday 8:00 a.m. – 5:00 p.m. Occasional early or late hours may be required as job duties demand.

Travel

No overnight travel is expected for this position, there may be occasional local day travel.

Required Education and Experience

- High School diploma or equivalent
- Five years of administrative experience required

Abilities:

- Detailed oriented and organized
- High level of written and verbal communication skills
- Full comprehension of office management systems and procedures
- Excellent knowledge of Microsoft Office Suite
- Exemplary planning and time management skills
- Ability to multitask and prioritize daily workload
- Discretion and confidentiality
- Strong interpersonal skills

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager _____

HR _____

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

Employee _____ Date _____