



JOB DESCRIPTION

Job Title: Executive Administrator	Status: FT <input checked="" type="checkbox"/> PT <input type="checkbox"/>
Department: Executive Leadership/Admin	Reports To: Chief Financial Officer
Revision Date: November 14, 2024	FLSA Status: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

Position Overview

The executive administrator is responsible for assisting the senior management staff in planning strategies and analyzing business decisions to achieve the company's goals and objectives. This role requires a high level of confidentiality, attention to detail, the ability to handle multiple responsibilities with ease, and the flexibility to adapt in a fast-paced environment. The executive administrator must have exceptional time-management and organizational skills, especially on performing administrative and clerical duties as needed, as well as excellent communication skills to respond to clients' inquiries, concerns, and requests. This is an onsite position.

Essential Job Functions

- Act as Administrative Assistant to executives
- Manage daily schedules, including calendar coordination, meeting arrangements, and travel planning for executives
- Screen, prioritize, and respond to emails, calls, and other communications on behalf of executives
- Prepare agendas, attend meetings, take minutes and ensure follow-up on action items
- Assist with special projects, presentations, and reports as needed by the executive team
- Create and submit expense reports, reimbursements and budget tracking for executives
- Maintain strict confidentiality regarding all matters and handle sensitive information discreetly
- Act as a liaison between executives and internal/external stakeholders to foster positive relationships
- Provide back-up assistance to HR Generalist and Office Administrator as needed
- Perform other duties as assigned
- Balance, execute and prioritize both routine and administrative tasks

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Three to five years of experience as an Executive Administrator. Associate's degree in business or related fields preferred but not required.



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Language Ability

Ability to read, administer, and interpret general business practices, professional journals entries. Ability to write reports, business correspondence, and procedure email. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Math Ability

Ability to apply concepts of basic math. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of instructions and deal with several abstract and concrete variables.

Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Office programs and experience using a CRM system. Must be able to prepare quotes, sales orders, and presentations without error.

Certificates/Licenses Required

N/A

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

Supervisory Responsibilities

n/a

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work environment consists of an indoor, climate-controlled atmosphere. Noise level in the office is quiet to moderate.

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

This position frequently requires the employee to stand, sit and walk. The employee is frequently required to use hands to finger, handle, or feel, reach with hands and arms, and talk/hear. Specific vision abilities required by this job include close vision and ability to adjust focus. Must be able to travel (via car, train, plane) to customer and vendor locations.



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Travel

This job has limited travel requirements.

Manager Signature:		Date:	
Manager Name:			
Employee Signature:		Date:	
Employee Name:			