



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

An 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. Executive administrators schedule meetings and handle appointments, as well as helping with the implementation of training and programs for the employees to reach their maximum operational potential and increase productivity to meet projects' demands and ensure the highest customer satisfaction. They 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.

Essential Job Functions

- Making daily rounds to make sure processes are running smoothly
- Building Maintenance for WAV & Team One facility: Scheduling for upcoming repairs, cleaning (wav only), maintenance on HVAC, roof, etc. yearly fall inspections on building to keep up with codes
- Maintain CFO, COO, Conference Room and OOO calendars, travels & PTO days
- Company Operator – Answers and directs phone calls as necessary
- Monitors Admin inbox all day – processing SPA's, assigning & entering leads, etc.
- Ordering of all office supplies
- Registering for Trade Shows – ordering of all show logistics, travels, shipping of show, gathering of all bills for cooping, entering of leads
- Order promotional items as needed
- Maintaining of all Marketing COOP/MDF funds for all vendors we re-coop funds from
- Schedule of vendor technical & sales trainings
- Acts as Administrative Assistant to President, VP of Sales, COO and CFO
- Book travel as needed
- Organizing of company outings, holiday party, luncheons, meetings, etc.
- Provide back-up assistance to HR Generalist as needed

Non-essential Job Functions

- Balance, execute and prioritize both routine and administrative tasks
- Perform other duties as assigned



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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 Executive Administrative or Office Manager experience. Associates degree in Business or related fields preferred but not required.

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 negotiated to meet the ongoing needs of the organization.

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.



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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.

Travel

This job has limited travel requirements.

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