



EXECUTIVE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

POSITION SUMMARY

The Executive Administrative Assistant is a full-time, onsite entry-level position and reports directly to the President. This role provides a high-level of administrative support for the company leaders to ensure they can efficiently accomplish key tasks and company initiatives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Prepare financial statements, reports, memos, meeting minutes, invoice letters and other documents (will partner with Finance Manager)
- Research and compile data to prepare documents for review and presentation by executives
- Receive incoming communication, review content, determine importance, and summarizes and/or distributes content to appropriate staff
- Assist executive team with scheduling
- Complete basic bookkeeping tasks
- Arrange travel and accommodations for executives
- Pay invoices by verifying transaction information; schedule, prepare disbursements and obtain authorization of payment (will partner with Finance Manager)
- Obtain revenue by computing charges; prepare and send invoices
- Plan and coordinate internal company events or team building participation
- Organize and manage internal company inventories
- Finalize and distribute internal policies, as necessary
- Performs other related duties, as assigned

QUALIFICATIONS AND EXPERIENCE:

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills, with a proven ability to meet deadlines
- Ability to function well in a fast-paced environment
- Extensive knowledge of office administration, clerical procedures, and recordkeeping systems
- Extremely proficient with Microsoft Office Suite or similar software, with the ability to learn new or updated software

NOTES

- This may require travel by car
- Candidates are required to possess a valid driver's license and maintain a clear driving history
- Prospective employees will complete pre-employment background screening

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance;

and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

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