

CENTRAL CONSOLIDATED, INC.
EXECUTIVE ASSISTANT
POSITION DESCRIPTION

Position Title: Executive Assistant
Department: Administration
Status: Full-time/Non-exempt
Supervisor Title: President/CEO
Direct Reports: None

ESSENTIAL RESPONSIBILITIES/JOB TASKS

1. 30% **Schedules and organizes complex activities such as meetings, travel, conference and executive activities.**

Tasks may include:

- Coordinates schedules of President/CEO and others.
- Independently prioritizes meeting requests and provides clearance for individuals seeking appointments.
- Prepare agendas and documents for meetings.
- Makes travel arrangements for management.
- Arrange and coordinate corporate events such as meetings, business luncheons, golf outings, client dinners, teambuilding activities, and special projects.
- Evaluate and determine meeting logistics, participants, catering, etc.

2. 25% **Acts as a liaison with other departments, customers, prospects, and outside agencies.**

Tasks may include:

- Facilitate internal communications with managers and employees, e.g., distributes information and schedules presentations.
- Take calls for President/CEO. Fields routine and non-routine inquiries.
- Use judgment to elevate matters to the President/CEO when necessary.
- Organize and prioritizes large volumes of information and calls.
- Handle confidential and non-routine information.

3. 15% **Prepares documents for the President/CEO and the management team.**

Tasks may include:

- Prepares routine and non-routine correspondence and responses to requests for information.
- Plan and coordinate presentation materials.
- Disseminate information
- Proofread copy for spelling, grammar and layout, making appropriate changes.
- Responsible for accuracy and clarity of final copy.
- File and retrieve corporate documents, records, and reports.

4. 15% **Supports marketing efforts for the company.**

Tasks may include:

- Post blogs to the company's website and social media sites.
- Conduct research as needed.
- Prepare internal and external corporate documents for team members and industry partners

5. 15% **Performs special projects and administrative functions** to ensure ongoing company operations.

Tasks may include:

- Act as project manager for special projects at the request of the President/CEO.
- Organize teams of individuals to complete projects, including assigning work tasks and ensuring deadlines are met.
- Track project status and ensures project completion.
- Conduct research, compile data, and prepare papers for consideration and presentation by management.
- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Coordinate and direct office services, such as records and housekeeping

(Continually looks for new and improved ways of completing the above functions. Other tasks as assigned by supervisor will be performed in order to address unexpected situations or needs that may arise.)

RESPONSIBILITIES:

This position deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload. Obtaining information from others on a daily basis is necessary to complete job tasks. Additionally, negotiation, persuasion, and diplomacy skills are required daily in addressing the concerns and questions of management, employees, and external callers.

IMPACT OF POSITION:

Successful completion of work tasks allows the President/CEO and management to focus on successfully meeting the goals of the organization in alignment with the mission and vision, with limited concern for administrative tasks. Mistakes could result in damage to internal and external relationships as well as damage to the organization's public image and reputation, and decreased efficiencies for the executive team.

LATITUDE:

Duties are self-defined with flexibility in scheduling and accomplishing job tasks. Problem solving is accomplished independently much of the time. Most decisions not effecting other departments are made independently based on Company policy.

CUSTOMER SERVICE/INTERACTION:

Daily face-to-face interaction with employees throughout the organization and stakeholders to complete work tasks. Frequent face-to-face interaction with management to exchange information and complete work tasks.

ESSENTIAL SKILLS & REQUIREMENTS:

EDUCATION:

High school diploma, required.

Associate's degree in business administration or related, preferred.

EXPERIENCE:

Three to five years executive administrative experience, required.

Two to three years customer service experience, preferred.

SKILLS:

Administrative skills, required.

Interpersonal skills, required.

Problem-solving skills, required.

Written and oral communication skills, required.

Decision-making skills, required.

Phone skills, required.

Math skills, required.

Computer skills, required.

- MS Office Suite with an emphasis on Outlook, Word, Excel, Publisher and Project
- Adobe Acrobat Pro
- Photoshop

Strong customer service orientation

Attention to detail

Building and construction knowledge, preferred

CERTIFICATION:

None

LICENSE:

Valid KS driver's license and a good driving record, required.

TRAINING:

Ongoing training as required by the Company.

EQUIPMENT:

Most of the job duties require the employee to be working with computers and electronic media on a regular basis.

PHYSICAL:

Requires frequent sitting, standing, walking, climbing of stairs, bending, squatting or twisting.

Requires the ability to carry, lift, move or push up to 20 pounds on a regular basis. Must be able to talk and listen to others. Frequent use of manual dexterity and visualization of a computer screen through the day. Requires ability to see up close and distant, distinguish colors, peripheral vision, depth perception and the ability to adjust focus.

WORK CONDITIONS:

This position regularly works in an office setting

OTHER:

Must be available to work hours outside of normal office hours as required.

To perform this job successfully, an individual must be able to complete all areas outlined for this position in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.