**Executive Administrative Assistant**

Classification: Non-Exempt

Department: Sales & Marketing

Reports to:

Date:

**Position Overview:**

The Executive Administrator works with the Executive Leadership Team (ELT) performing and overseeing administrative duties for them. The Executive Administrator will also support leaders in Sales & Marketing and Engineering as needed. Specific duties vary based on department(s) assigned.

**Essential Functions:**

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

1. Manage phone calls.
2. Manage travel arrangements.
3. Manage schedules through online calendars.
4. Manage email correspondence.
5. Create or manage presentations.
6. Conference and meeting planning.
7. Departmental reporting.
8. Assist with event planning.
9. Assist Engineering and other Sales and Marketing Managers as needed.
10. Exercise independent judgment and discretion.
11. Performs miscellaneous job-related duties as assigned.

**Competencies:**

1. Communication proficiency
2. Organizational Skills
3. Proficient in basic math
4. Initiative
5. Time Management
6. Ability to analyze and solve problems.

**Qualifications and Skills**

**Education and Experience:**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

1. Bachelor of Science degree in relevant field, and/or equivalent experience.
2. Training or experience in computer applications is necessary for job-related requirements.
3. Experience with Microsoft Excel, Outlook, Power Point and Outlook.
4. Experience with AX is a plus.
5. Ability to read, analyze and interpret general business applications.

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Work Conditions:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

**Expected Hours of Work:**

The days and hours of work are Monday through Friday, 8:00 am to 5:00 pm. Occasional evening and weekend work may be required as job duties demand.

**Travel:**  
Travel is not expected for this position.

**Work Authorization:**

Employee must be authorized to work in the United States

**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.

\*This job in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as requested by their supervisor.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the way they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

**Signatures**This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_