



## Job Description

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| <b>Job Title:</b> Executive Administrator  | <b>EEOC Job Classification:</b> Administrative Support          |
| <b>Department:</b> Financial Accounting    | <b>Pay Grade:</b>   |
| <b>Reports to:</b> Chief Financial Officer | <b>Fair Labor Standards Act (Exempt/Non-Exempt):</b> Non-Exempt |
| <b>Revision Date:</b> 09/29/2020           | <b>Schedule/Hours:</b> 8:30 AM – 5:00 PM                        |

### **Purpose and Scope of Position:**

This Executive Assistant position consists of business administrative and personal support functions. This person will work closely with the CEO and CFO and assist in daily functions as directed. In addition, this position will be responsible for managing their calendars, scheduling meetings, creating agendas, running reports, and project management. Great stepping stone to leadership positions within the organization or in your career.

### **Key Responsibilities:**

- Assists CFO and CEO with projects, scheduling, and reports as needed.
- Maintain strict confidentiality regarding work and personal related issues.
- Provide clerical support such as filing and organization.
- Filter through email and voicemail requests for scheduling meetings.
- Effectively managing the executives' calendar; managing the day to day schedule and coordinating multiple meetings.
- Keep track of project statuses and remind of upcoming deadlines.
- Managing travel arrangements and itineraries.
- Using various software applications and Microsoft Excel to organize and pull reports.
- Occasionally running personal errands.
- Additional duties as assigned.

**Essential Skills:**

- Strong Business and Financial understanding.
- High aptitude towards learning internal company systems.
- Proficient in computer programs including Microsoft Suite specifically Excel, PowerPoint, CRM systems, and social networking platforms such as LinkedIn.
- Excellent verbal and written communication skills.
- Professional level customer service skills.
- Exceptional organization, prioritization, and time management skills.
- Must have exceptional attention to detail, flexibility, be self-sufficient, proactive, a team-player, accountable, and collaborative in a rapidly changing environment.
- Ability to think critically and problem solve.
- Project management background.
- Have a willingness to go above and beyond to meet the needs of the organization.

**Required Experience:**

- Business experience required, not necessarily as an assistant.
- 2+ years of administrative experience.

**Education Requirements:**

- Business Degree required.

**Language Requirements:**

- Ability to read and write fluently in English.

**Physical Demands:**

- Ability to sit for 8 hours a day.
- Ability to alternate between sitting and standing.
- Ability to perform fine manipulation such as typing for 8 hours.
- Near visual acuity to be able to read from a screen for 8 hours.
- Ability to use a step ladder on occasion.
- Ability to lift or carry 20-40 pounds on occasion.
- Ability to push or pull 20-40 pounds on occasion.

**Work Environment:**

- Primarily office setting.
- Production and laboratory settings within the building as well which require following area specific dress code requirements.

NOTE: This job description is not a contract between SnugZ USA and the employee. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee and thus SnugZ USA may request the employee to perform additional activities, duties and/or responsibilities. SnugZ USA reserves the right to change this job description at any time.

By signing this job description I acknowledge and accept the responsibilities and physical demands enlisted above without accommodation.

**Required Signatures:**

Employee:

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager / Supervisor:

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Team Member:

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_