



TITLE: Executive Assistant

JOB SUMMARY: Executive Assistant supports three key executives, CEO, CFO, and COO in the execution of Wolf Construction Services activities. Executive Assistant provides day to day administrative support, organizes, prioritizes, and completes projects, sends / receives communications related to executives' work.

REPORTING:

- Reports to: CEO, CFO, COO, and/or Owners
- Direct Reports: NA
- Indirect Reports: NA

KEY PERFORMANCE INDICATORS:

- On-time delivery of assignments and projects
- Quality of delivered assignments and projects

JOB COMPETENCIES:

- Adaptability
- Client Service
- Time Management
- Team Player
- Confidentiality

DUTIES & RESPONSIBILITIES:

- Acts as the point of contact between key executives and internal/external clients
- Handles requests and queries appropriately
- Helps executives make consistent decisions by advising them of historical precedents and applying Wolf Construction values to situations
- Maintains appointments, travel arrangements, and provides reminders
- Takes minutes and accurately enters data for company meetings
- Produces reports, agendas, presentations, and briefs for executives
- Carries out efficient documentation and maintains filing system
- Assists in facilitation of both internal and external projects across the entire spectrum of Wolf Construction activities
- Improves quality of Wolf Construction by studying, evaluating, and re-designing processes; implementing changes
- Enhances executives' and company's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Helps build and establish Wolf Construction's involvement in community activities. (ie social networking)
- Other duties as assigned

SKILLS & QUALIFICATIONS:

- Effective communication skills – verbal and written
- Good intuition and business acumen
- Excellent knowledge of MS Office and related software
- Exemplary planning and time management skills
- Ability to multitask and prioritize work load
- Ability to handle and keep information confidential
- Lives and works with a "Yes-face"

PRIVILEGES / AUTHORIZATIONS:



- Use of company vehicle on an as-needed basis
- Company provided cell phone (reasonable amount for personal use)
- Office space (may be shared space) and designated computer (laptop or desktop)
- Limited access to accounting files (both digital and hard copy)
- Access to project drives and files (both digital and hard copy)
- Authorized to schedule deliveries and make travel arrangements

WORKING CONDITIONS:

- 95% of time is spent working at office location. Some driving is required. Valid driver's license is required. 5% of time is spent working at off-site meetings, company gatherings, and events.
- Environmental /Sensory: From time to time, must work outside in all different weather conditions including extreme cold and extreme heat.
- Mental: (conditions that may lead to mental or emotional fatigue) The Executive Assistant must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job may at times be physically strenuous and demanding.
- Job requires sitting, standing, bending, stretching, and twisting.
- Job requires ability to lift and manipulate objects of up to 50 lbs. for 50 feet.

HAZARDS:

- Normal hazards associated with office environment
- Normal hazards associated with a construction environment

COMPENSATION:

- Salary (commensurate with experience)
- Paid Time Off program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Management Rate
- Dental, Vision, and Disability Insurance Plans – Payroll Deduct
- Life Insurance – base policy w/ option to payroll deduct additional amounts

I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date