



## **Executive Assistant (EA)**

Reports directly to the Principal and is responsible for coordinating the work between the different departments in the organization and resolving the daily administrative opportunities that may arise. Manage relevant aspects of administration, logistics and all equipment inventory.

- Manage all communications - telephone and written correspondence which arrives through phone, mail and email.
- Create and track invoices in QuickBooks. Perform tasks related vendor payments, recognize and pay expenses and coordinate with the accountant (as needed)
- Attend meetings, record minutes, maintain good storage and retrieval system of all data.
- Prioritize assessments, check deadlines, prepare meeting agendas and coordinate meetings.
- Check and maintain the appropriate stock level to ensure proper quantities of supplies and materials as directed by the production manager.
- Responsible for coordinating/scheduling all estimates and assessments. This includes gathering proper information from prospective clients on the Work Information Sheet and setting a scheduled time for assessments/walkthroughs.
- Prepares separate files for all new losses/jobs and is responsible for keeping the files up to date with job information. This information may include correspondence between clients and employees, the estimator or manager of production, scope or estimate copies, cost of sale documents, or any other general information.
- Maintains the franchise filing system. Keeps documents in a neat, logical, orderly manner consistent with STOP's quality standards. Files should always be up to date.
- Maintains inventory of certain office supplies as directed by management. May be asked to analyze price and quality of certain items and make recommendations for office tools, machines, or supplies that may improve office productivity.
- The EA will be required to engage in finance and accounting operations related to budget, plan and actuals e.g., customer, referring source, adjusters, and other technically oriented people as the job may dictate.
- Provide first level approval of payroll time management system entries.

**QUALIFICATIONS:** Minimum of 3-4 years' experience in all phases of office administration to include planning and coordinating calendars, meetings and file systems. Ability to set-up processes, work under tight deadlines with autonomy, awareness of customer requirements and service, internal/external customer interface. Communication skills, in person, verbal and written are important aspects of the position.

**PROFESSIONAL DEVELOPMENT:** The EA is required to continuously be involved in the development of the business and is a critical role to the company's success.

**OTHER DUTIES AS REQUIRED:** All other duties assigned.