

Job Description

Position Title:	Executive Administrative			
Department:	Office			
Reports To:	Human Resources			
FLSA:	Exempt			
General Summary: Provide administrative full support for a Construction Salesman.				
Essential Job Functions:				
<ol style="list-style-type: none"> 1. Answer and direct phones calls; schedule homeowners' appointments in the salesman's calendar. 2. Prepare meeting notes and agenda for meeting with clients. 3. Create and revise sale procedures by analyzing operating practices and record keeping. 4. Resolve administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions. 5. File paperwork accordingly. 6. Notary for the company. 7. Will perform other duties as assigned. 8. Ability to adapt to change in a fast paced construction environment. 9. Scheduling independent contractors to job as needed. 10. Supervises and assists as Administrative Assistant back-up. 				
Knowledge and Abilities:				
<ul style="list-style-type: none"> • Outgoing personality • Enthusiasm • Friendly • Proficient with Microsoft Word, Excel, Power Point, Outlook 				
Skills:				
<ul style="list-style-type: none"> • People skills • Organizational skills • Communication skills / Bilingual preferred • Multi-tasking skills 				
Personal Attributes:				
<ul style="list-style-type: none"> • Good Work Ethics; Honest, Trustworthy and Respectful; Flexible 				
Education and Experience				
High School Diploma or GED equivalent				
Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
<i>Seeing:</i> Must be able to see well enough to read reports				x
<i>Hearing:</i> Must be able to hear well enough to communicate with customers, vendors and employees				x
<i>Standing/Walking:</i> Must be able to move about department				x
<i>Climbing/Stooping/Kneeling:</i> Must be able to stoop or kneel to pick up reports, papers.		x		
<i>Lifting/Pulling/Pushing</i>		x		
<i>Fingering/Grasping/Feeling:</i> Must be able to type and use technical sources				x

Note: The statements herein are intended to describe the general nature and level of work being performed. These statements do not establish a contract for employment and are subject to change to the discretion of the employer, Classic Construction & Restoration, Inc.