



JOB TITLE: Executive Administrative Assistant

DEPARTMENT: FCI / FE Administration

JOB DESCRIPTION:

A. Purpose and Scope

The purpose and scope of the Executive Administrative Assistant will be to provide executive-level administrative and clerical support to the President of Flow Control Industries and FlowEnergy, as well as the Accounting Specialist and members of the Sales & Marketing and Engineered Solutions Team as needed.

B. Role and Responsibilities

The Executive Administrative Assistant is responsible for management of schedules and/or activities associated with the day-to-day happenings of the FCI / FE office and must be able to interface positively and professionally with internal and external staff, customers, Independent Representatives and vendors.

1. Day-to-Day Duties

- Answer incoming calls from a multi-line telephone system and greet/screen visitors in a courteous and professional manner.
- Run office errands, as applicable and as needed for the President and/or support staff (i.e., post office, bank, lunch orders and pick-up, birthday cakes and cards, etc.).
- Routinely order company office supplies (i.e., envelopes, business cards, coffee and tea, paper products, etc.).
- Monitor and oversee copier/printer and fax machine maintenance and paper levels.
- Keep Company lists current (i.e., employee addresses, birthdays, telephone extensions, etc.).
- Assemble new sales order files for the sales order entry specialist before files are depleted.
- Maintain postage stock and forms.
- Keep FCI / FE Out-of-Office Calendar(s) current with travel schedules and offsite meetings, etc.
- Distribute mail to appropriate recipients daily, as well as prepare outgoing mail.
- Make hotel accommodations for FCI / FE guests and/or customers.
- Keep kitchen area clean and tidy daily. This includes microwave and refrigerator.
- Open and close blinds daily in FCI / FE area(s).
- Arrange for proper telephone coverage when away from office or as applicable.

2. Infrastructure Support

- Able to exercise judgment to reflect President's style and organizational policies.
- Develop and maintain a positive and productive working relationship with FCI and FE staff members.
- Identify and respond to the needs and requests of President.
- Consistency exhibits confidentiality, discretion, and sound judgment.

3. Communication

- Fluent proficiency in speaking, writing, and understanding English.
- When transferring calls, properly communicate caller's name and nature of call.
- Must have strong communication skills, both orally and written.

C. Organization Relationships

Reports To:

- President

Interacts With:

- President
- Engineered Solutions
- Accounting Specialist
- Sales & Marketing
- Independent Representative Network
- Engineered Solutions

JOB REQUIREMENTS:

A. Education and Training

Has had a minimum of two years' work experience and/or holds an Associate's Degree/Certificate with and accredited university or technical college.

B. Technical Requirements

- Effective communication, time management, and strong organizational skills
- Accurate and efficient typist
- Computer literate. Well versed in Microsoft Office programs

C. Qualifications

- Self-motivated, independent, reliable worker and team player
- Professional appearance and attitude
- Good listening skills
- Reports to work on time and has own transportation
- Relates well to others, both in person and on the telephone
- Accurate, detail oriented, well organized, friendly, emotionally mature and professional
- Able to work effectively with multiple individuals while balancing and prioritizing tasks
- Be able to lift 20 pounds without compromising general health