



<i>Job Title</i>	Administrative Assistant
<i>Company</i>	DRC
<i>Work/FLSA Status</i>	Full Time
<i>Reports To</i>	CEO
<i>Direct Reports</i>	TBD
<i>Job Purpose</i>	The Executive Assistant provides daily support to the executive team in a variety of capacities. This role provides a high level administrative support for company leaders to ensure they can efficiently accomplish key tasks and company initiatives.
<i>Primary Duties and Responsibilities:</i>	
<ul style="list-style-type: none"> • Work closely with the DRC staff for daily needs • Supports executive team in various capacities, including but not limited to, ordering meals, organizing meetings, sending emails/letters, staff communications, and all office hardware and furniture. • Cell phone ordering, set up and trouble shooting (both DRC and Star) • Work with various vendors related to the facility management • Project tacking from reviewing bid invite and working with estimating department for prequalification, safety data submittals and creating workmanship warranties (both DRC and Star) • Maintain Warranty database (Star) • • Request Certificates of Insurance and send submittal information for commercial jobs (Star) • Completing prequalification, OCCIP, Credit application (both DRC and Star) • Maintaining vendor leases including cell phones (both DRC and Star) • Maintain a high level of discretion and confidentiality • Greet visitors and clients in a positive and professional manner • This role may train other administrative staff on company policies and best practices • Conduct all business in accordance with established policies and procedures. • Support and abide by the values of the company • Other duties as assigned. 	
<i>Knowledge, Skills and/or Abilities</i>	<ul style="list-style-type: none"> • Strong Listener with the ability to understand C-Suite • Critical Thinker – intuition to pick up phone, ask why and respond promptly to questions • Problem Solver – take ownership, resolve and communicate with team • Team Player – willing to complete processing tasks, no matter the task • Time management and ability to meet deadlines • Strong verbal and written communication skills, Ability to multi task
<i>Experience/Education Requirements</i>	<ul style="list-style-type: none"> • 2+ years experience in a similar capacity • Excellent MS Office Knowledge • Familiarity with office technology, copiers, e-calendars, etc



*Working Conditions,
Travel/Schedule
expectations and
Physical Demands:*

- Work is performed indoors in a climate-controlled environment
- General technology as it relates to office administration
- Regular business hours with additional hours required during certain periods

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Expected Hours of Work/Travel:

Traditional work schedule is M-F, may include occasional evenings, weekends, and holidays to meet business needs. Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.