

Manager Approval: \_\_\_\_\_  
Date Signed: \_\_\_\_\_  
HR Approval: \_\_\_\_\_

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Executive Assistant</b>
<b>Division:</b>	<b>Ranch</b>
<b>Reports to:</b>	<b>Senior Vice President</b>
<b>FLSA Status:</b>	<b>Hourly</b>
<b>Last Revised:</b>	<b>11/11/2022</b>

### JOB PURPOSE:

The executive assistant provides high-level administrative support to company executives. They must be effective in planning, prioritizing and executing tasks in a timely manner. They must also exhibit skills in building & maintaining strong relationships both internally & externally. The ideal candidate is both approachable & respectful, comfortable with new technology, virtual meeting platforms and scheduling systems.

### ESSENTIAL FUNCTIONS:

- responsible to acquire, learn and practice all LBI Safe Operating Procedures (SOPs) and comply with these standards as well as safety regulations pertinent to the department and job functions.
- prepare and edit emails, draft memos, and prepare communications on behalf of the executive
- maintain confidential, comprehensive, and accurate records
- conduct research, collect and analyze data to prepare reports and documents
- managing the executive's calendar, including making appointments, travel arrangements, and ability to prioritize the most sensitive information
- organizing meetings and events, including scheduling, sending reminders, and organizing catering when necessary
- monitor, screen, respond to, and distribute incoming communications
- manage incoming calls and receive/interact with incoming visitors
- liaise with internal staff at all levels and interact with external clients
- assist in development and coaching of other internal administrative positions
- interact with contracted IT provider to ensure systems are running properly and maintenance scheduled as needed.
- interact with family and guests to schedule visits to the 7L house and guest house.
- assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- participate in a variety of meetings and work groups to integrate activities, communicate any issues, obtain approvals, resolve problems, and maintain specified knowledge pertaining to new developments and policies.
- perform other related task and aid as backup to other departments as needed.

### QUALIFICATIONS:

#### A. **Certificates, Licenses, and Registrations:**

- valid driver's license with insurability required
- notary or ability to obtain

#### B. **Knowledge/Skills:**

- proficient computer skills and in-depth knowledge of relevant software such as Microsoft Office Suite, QuickBooks, and Adobe.
- organizational, planning and communication skills
- information gathering and monitoring skills.
- problem analysis and problem-solving skills.
- attention to detail and accuracy.
- trustworthy; maintain consistency in all situations and safeguard the confidentiality of information

#### C. **Education/Experience:** High School Diploma and 5 years' experience in administration.

#### D. **Physical Demands & Work Environment:** Regularly required to stand or sit for prolonged periods of time. The individual must be able to effectively communicate. Will be required to reach above shoulder level, use a small ladder or stool, walk on uneven surfaces, stoop, and kneel. Will occasionally be required to lift 20 pounds. Occasional nights and weekends.

**JOB DESCRIPTION ACKNOWLEDGEMENT:**

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

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**Employee: Print Name**

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**Employee: Signature**

**[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]**