

Manager Approval: _____
 Date Signed: _____
 HR Approval: _____

JOB DESCRIPTION

Job Title:	Executive Assistant
Division:	Ranch
Reports to:	Vice President, Engineering & Land Management
FLSA Status:	Hourly
Last Revised:	TBD

JOB PURPOSE:

The Executive Assistant provides administrative support to company executive. The individual 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 approachable, respectful, organized, technologically proficient, and self-motivated.

ESSENTIAL FUNCTIONS:

- Maintain confidential, comprehensive, organized and accurate records, utilizing Company’s electronic storage applications.
- Manage and maintain executive’s calendars, schedule meetings and appointments. Schedule and confirm travel arrangements, including hotel reservations, flights, and rental car as needed.
- Receive and interact with incoming visitors as well as other internal staff at all levels.
- Process, track, and file all documents pertinent to leases & contracts, such as invoicing, insurance, and deliverables.
- Monitor and appropriately process incoming correspondence, phone calls, and emails to ensure effective communication and follow-up. Prepare and edit correspondence on behalf of the executive.
- Participate in a variety of meetings and work groups to document proceedings, communicate any issues, obtain approvals, resolve problems, and maintain records of new developments and policies.
- Plan, organizing, and facilitate meetings and events.
- Assist Executive with preparation for quarterly board and committee meetings.
- Conduct research, collect and organize data to prepare reports and documents. Examples to include; land acquisitions or dispositions, area land use changes (zoning and permitting), and regulation changes.
- Perform other related tasks and assist other departments as needed.
- Acquire, learn and practice all Lykes Bros. Inc. Safe Operating Procedures and comply with LBI safety regulations pertinent to department, equipment and job functions.

QUALIFICATIONS:

A. Certificates, licenses, and registrations:

- Valid driver’s license with insurability.
- Notary or ability to obtain.

B. Knowledge/Skills:

- Excellent verbal and written communications.
- Good organizational and planning skills, with attention to detail.
- Excellent customer service orientation and sense of teamwork.
- Demonstrates ability to handle sensitive information with discretion and integrity.
- Demonstrates initiative, reliability and confidentiality.
- Proficient with Microsoft Office Suite and the ability to learn additional applications.
- Able to work with minimal supervision.
- Strong problem-solving skills.
- Able to work in a fast-paced environment.

C. Education/Experience:

- High School Diploma Required
- Associate or Bachelor’s degree preferable.
- Minimum of 5 years of administrative experience

D. Physical Demands & Work Environment:

The individual is regularly required to stand and sit for prolonged periods. The individual must be able to effectively communicate. The staff member is occasionally required to reach above shoulder level, step up on small ladder or stool, walk on uneven surfaces, stoop and kneel. This position will may occasionally require lifting up to 20 pounds.

E. Other: N/A.

The characteristics described above 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. Management has the right to assign or reassign the description to this job at any time.

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.

Employee: Print Name

Employee: Signature

[COPY TO EMPLOYEE AND RETAIN IN PERSONNEL FILE]

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