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121 East 23rd Street, Ste. 11C 
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Job Title

Executive Assistant

Company

Confidential

Location

Coppell, TX

Job Type

Full-time

Salary

\$65,000 - \$75,000

Industry

Roofing

Job Description

We are looking for a new Executive Assistant to support our President. You will manage mostly business-related tasks for him such as creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast and proactive at solving problems and have experience as an executive or administration assistant in the past.

Responsibilities

- Preparing reports, memos, invoices letters, and other documents.
- Answering phones, drafting and sending emails on behalf of executives and routing calls.
- Managing appointments and schedules and preparing for meetings.
- Handling basic bookkeeping tasks and administrative support.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.

- Accurately recording minutes from meetings.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for executives.
- Performing office duties that include ordering supplies and managing a records database.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.

Experience and Qualifications

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of the entire MS Office suite.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.
- Maintain a high level of confidentiality.