

COMPANY: Zonatherm Products, Inc.
POSITION TITLE: Executive Assistant
LABOR CATEGORY: Non-Exempt
REPORTS TO: Chief Executive Officer
APPROVED BY: Chief Executive Officer
DATE: 10/30/2023

JOB SUMMARY

Reporting to the CEO, the Executive Assistant provides administrative support to the Executive Leadership Team (ELT) and oversees the Executive Office operations including workflow, project management, process improvements and manages budgets as needed. In addition, this role oversees schedules, travel arrangements, communications, prioritizes daily correspondence and assists with document preparation, as needed.

ESSENTIAL RESPONSIBILITIES

- Provides comprehensive administrative support to the ELT by handling day-to-day tasks to optimize productivity.
- Manages the ELT's calendars and appointments, coordinating and scheduling meetings on behalf of the ELT.
- Adjusts ELT schedules as needed to accommodate changing priorities and requests.
- Oversees the Company calendar, the "Cadence of Accountability" calendar, and assists with conference room bookings.
- Attends meetings as needed to provide administrative support.
- Takes accurate and detailed meeting notes, summarizes key points, action items, and follow-ups.
- Distributes notes to and tracks progress of action items.
- Executes daily administrative functions, including document preparation, organizing files, data entry, and expense reporting. Researches and drafts presentations and reports for the ELT, as needed.
- Drafts and disseminates various communications, including letters and emails.
- Acts as a liaison between the ELT and internal and external stakeholders, ensuring effective communication and a high level of professionalism.
- Coordinates travel plans, submits receipts for reimbursement, and handles other related tasks as required including: providing detailed itineraries, trip folders and maintaining current files for all travel documents (including maintaining and updating confidential materials such as the travel accounts, international travel documents requirements, etc.)
- Oversees the creation and updating of the Office Procedure Manual.
- Oversees the CEO's presence on the web and social media platforms.

SECONDARY RESPONSIBILITIES

- Comprehends and adheres to all safety, quality, and Company guidelines specified in the Employee Handbook, the safety policy manuals, quality procedures or any official Company documents.
- Other duties, as assigned.

ESSENTIAL QUALIFICATIONS AND REQUIREMENTS

- **Education and/or Experience:** Requires bachelor's degree with 3+ years of experience as an Executive Assistant or an equivalent combination of education and experience. Minimum 5 years of experience in a fast-paced, high volume professional environment
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, percentages, decimals, ratios, and ability to interpret graphs and charts.
- **Reasoning Ability:** Demonstrates the use of problem-solving using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Communication Skills:** Excellent phone etiquette and verbal communication skills: Ability to listen effectively to understand the needs of internal and external customers. Ability to talk with customers, coworkers, and vendors, and appropriately adjust technical content to meet different audience knowledge. Ability to write effectively for electronic communication with customers, coworkers, and vendors. Proven success in leadership and conflict management.
- **Computer Skills:** Ability to operate NetSuite and Microsoft Suite (Word, Excel, Outlook). Minimum typing speed of 50 words per minute. Aptitude for learning new software programs, such as project / collaborations tools, portals and other programs needed to communicate / collaborate with employees and key external stakeholders.
- **Supervisory Responsibilities:** This position has no supervisory responsibilities.

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to sit, stand walk; and talk or hear; use hands and fingers to handle, feel or operate objects, tools, or controls, and reach with hands and arms. Requires the ability to bend or stand on a stool as necessary and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Driving Responsibilities:** This position requires no travel during regular business hours.
- **Work Environment:** This job operates in a in a warehouse and office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and fax machines.
- **Position Type and Expected Hours of Work:** This is a full-time position, and typical work hours and days are Monday through Friday, 8:00 A.M. to 5:00 P.M. with one (1) hour unpaid lunch.
- **Other Qualifications:** Requires the ability to organize, time manage, and multi-task for maximum efficiency. Must possess exceptional attention to detail, communication, and interpersonal skills. Must handle confidential information with discretion. Requires advanced computer skills and the ability to work independently and as part of a team. Proficiency in budget management.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.