

## Executive Administrator

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### General Job Description

The executive administrator supports the executive team and office projects while implementing measures to increase the company's effectiveness and efficiency.

#### Location

Denver, CO

#### General Responsibilities

- *Business Process Analysis and Documentation:* Research, analyze, and document the electrical project process at Weifield finding ways to be more efficient and profitable.
- *Identify Solutions for Improvement in the Organization:* Through process analysis, this individual shall determine areas of potential improvement in terms of efficiency and company effectiveness, and then develop appropriate solutions.
- *Information Dissemination:* Develop and facilitate high-quality and high-frequency communications throughout the company. Investigate and implement tools to achieve these goals.
- *Company "Handyman":* Act as an internal consultant to help multiple persons and departments within the organization develop programs and solutions to enhance efficient and/or effectiveness.
- *Training/Mentoring:* Promote the professional growth of the team. Continually pursue opportunities for personal career/training development.
- *Industry Awareness:* Continually seek industry and market information to provide Weifield with the information necessary for successful business development.

#### Job Specific Responsibilities

- Assist with RFQ's and pre-qualifications
- Keep company electronic files and procedures organized
- Assist with recruiting and new hire implementation
- Assist with and coordinate company online trainings
- Assist with planning and coordinating company and client events
- Assist with company and client communications
- Answer phones and handle office coordination
- Create agendas and coordinate and schedule meetings
- Handle the company cell phone account
- Handle company internet phones and copiers
- Keep company Outlook contacts up to date
- Handle special projects and additional duties as required
- Process field quarterly ratings
- Coordinate company benefits

#### Qualifications/Skills Required

- Minimum high school diploma, Associates/Bachelor's degree is preferred
- Experience in administrative work
- Possess excellent quantitative and analytical skills
- Be trustworthy of sensitive and confidential information.
- Proactive and good with deadlines.
- Organized, detailed-oriented and professional.

- Entrepreneurial approach to problem solving and the ability to handle a variety of tasks.
- Possess excellent written and oral communication skills.
- Motivated, detail oriented and will not accept second best.
- Possess strong interpersonal skills in order to work in a diverse, dynamic and fast-paced environment.
- Self-motivated and flexible to accommodate changes in Weifield’s business strategies.
- Proficient in MS Office products.
- Able to use office equipment such as computer terminal, calculator, copier and fax machine.

### Reporting

The executive administrator reports to the CEO and also supports the CBDO and COO.

### Supervisory Requirements

The executive administrator does not have supervisory responsibilities.

### Measurements

The executive administrator’s success is measured by the following criteria:

- ability to start and manage projects without guidance or follow-up from management,
- be proactive and develop processes and tools that streamline operations and cut costs,
- bring answers to the table and implement solutions quickly,
- completing tasks before deadlines,
- accuracy of tasks completed and
- monthly one on one’s

### Compensation Package

Start Date:	TBD
Status:	Full-time
Pay Rate:	TBD
Employee Health Insurance:	Healthcare 100% of the “Base Plan” by WGC 1 <sup>st</sup> of the month following 90 days
Family Health Insurance:	N/A
Voluntary Dental/Vision Insurance:	Portion paid by employee based on coverage selection after 90 days
Disability & Accident Insurance:	Portion paid by employee based on coverage selection after 90 days
Life Insurance:	Portion paid by employee based on coverage selection after 90 days
Flex Pan:	Employee can set aside \$2500 pre-tax dollars for health/\$5000 for daycare after 90 days
401k/Safe Harbor:	Participate at one year. Weifield matches 100% of investment up to 4% of pay
Schedule:	40 hours per week. 8:00 am – 5:00pm Monday-Thursday / 8:00am – 1:00pm Friday
PTO:	5 days vacation years 1-3, 10 days years 3-5 and 15 days years 5-10 plus
Holiday:	7 paid holidays after 6 months of employment.
Current Driver’s License Required:	Yes
Training:	\$1000 training stipend to go towards approved trainings

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