



**RES Exhibit Services LLC  
Job Description**

**JOB TITLE:** Executive Assistant – All Companies

**DEPARTMENT:** Administration

**FLSA STATUS:** Exempt

**Updated:** February 2019

**REPORTS TO:** President & CEO

**SUMMARY:** The Executive Assistant provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, arranging conference calls, and scheduling meetings. The Executive Assistant oversees the cleaning aspect of all facilities and supervises staff to complete cleaning responsibilities. The Executive Assistant is the main point of contact between the owner and outside sources. In this role, the Executive Assistant will also perform general office duties and furnishes administrative support to the Executive Team as requested.

**Job Results, Essential Functions & Measures**

**Administrative (40%)**

- Arrange for continuous functioning of owners technology and equipment through communication and support of IT Department.
- Follow up on open issues until satisfactory resolution is obtained.
- Composes and prepares routine correspondence for signature.
- Independently prepares recurring reports for signature.
- Screens calls, provide information and receive information concerning matters related to employing department.
- Coordinates meetings with internal and external resources.
- Prepares agendas and takes meeting minutes; follows up on action items from meeting and prepares CEO for weekly meetings with action items and follow up information necessary for the respective meeting.
- Prepares reports, presentations and data.
- Handles confidential information.
- Establishes and maintains a variety of files and records.
- Supports event and occasion planning.
- Run errands for owner as requested.
- Special projects as assigned.
- Back up support to other administrative roles as requested such as front desk reception and RES Executive Assistant.
- Other duties as requested.

**Manager’s evaluation of timeliness on delivery of:**

- Documentation
- Correspondence
- Messages
- Meetings and notes
- Files and Records
  
- Maintains confidentiality at all times.
- Supports Executive Team members as requested by the CEO on administrative duties.
- Agendas are published within 48 hours of meeting and presented to team.
- Minutes and action items are sent to meeting team within 24 hours of end of meeting.
- Cleaning is maintained throughout all facilities.

**Operations Support (30%)**

**Manager’s observation of:**

*This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as outlined in the RES Employee Handbook, regulatory expectations, quality and department standards, etc.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions  
K:\RECRUITMENT\Job Descriptions\2019 Job Descriptions\RES - Administration\RES - Executive Assistant.doc*

<b>Job Results, Essential Functions &amp; Measures</b>	
--	--

<p><u>Syteline Financial Management Duties:</u></p> <ul style="list-style-type: none"> <li>• Process Accounts Payable transactions for the MY PII, JVL, VII, Xtreme Xhibits and other entities as may be requested.</li> <li>• Process credit card processing is completed within the standards of the companies.</li> <li>• Enter vendors into Syteline.</li> <li>• Assist in purchasing when needed which includes creating consistent POs.</li> </ul> <p><u>Fleet Management –</u></p> <ul style="list-style-type: none"> <li>• Maintain Inventory of fleet vehicles</li> <li>• Ensure vehicles are equipped with proper documentation</li> <li>• Update inspection and registration of company vehicles including: annual heavy weight taxes, highway use tax, recording special permits to over weight or length limits.</li> </ul> <p><u>Insurance –</u></p> <ul style="list-style-type: none"> <li>• Maintain Certificates of Insurance for all vendors, all companies</li> <li>• Compare insurance documents to previous year and provide CEO with adjustments and discrepancies annually.</li> <li>• Negotiate competitive rates with insurance carrier and advise CEO or challenges.</li> </ul> <p><u>Client Services and Sales Support</u></p> <ul style="list-style-type: none"> <li>• Take meeting minutes for Sales meetings as requested by CEO and report on action items.</li> <li>• Send rewards cards and letter to Clients based on survey participation.</li> <li>• Run Salesforce.com reports for the CEO weekly and advise on significant issues.</li> <li>• Set agendas, take minutes and develop action items for all Client Services bi-weekly meetings.</li> </ul> <p><u>Janitorial Maintenance Management</u></p> <ul style="list-style-type: none"> <li>• Outline daily tasks for cleaning staff.</li> <li>• Ensure the necessary cleaning supplies are readily available</li> <li>• Oversee the needs of the cleaning staff.</li> </ul> <p><u>EMR Support</u></p> <ul style="list-style-type: none"> <li>• Prepare agendas and take meeting minutes and develop follow up items for Project Management, Production and Shop and Engineering meetings.</li> </ul> <p><b>Multi-Business Support (20%)</b></p> <ul style="list-style-type: none"> <li>• Coordinate and finalize business meetings for multiple companies including coordination of external employees and partners.</li> <li>• Proactively research and follow up on outstanding deliverables from external partners ensuring timely</li> </ul>	<ul style="list-style-type: none"> <li>• Accurate and timely documentation</li> <li>• Timelines met</li> <li>• Zero issues with missing registrations</li> <li>• Maintenance planning is followed.</li> </ul> <p><b>Manager's observation of:</b> Effective management of external partners.</p>
--	--


















*This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as outlined in the RES Employee Handbook, regulatory expectations, quality and department standards, etc.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*  
K:\RECRUITMENT\Job Descriptions\2019 Job Descriptions\RES - Administration\RES - Executive Assistant.doc

<b>Job Results, Essential Functions &amp; Measures</b>	
<p>completion.</p> <p><b>Calendar Support (10%)</b></p> <ul style="list-style-type: none"> <li>Effectively manage owner's schedule, including extensive calendar management as well as efficient scheduling and prioritizing of meetings.</li> </ul>	<p><b>Manager's observation of:</b></p> <p>Accurate scheduling of meetings, travel and other appointments.</p> <p>Coordination of schedules, external customers and companies are positive and effective.</p>

<b>Core Competencies</b>	
<i>Communication</i>	<ul style="list-style-type: none"> <li>Express thoughts, feelings and ideas in a clear, succinct, and compelling manner in both individual and group situations; adjusting language to capture the attention of the audience.</li> <li>Exudes self-assurance, poise, emotional clarity, conviction, and verbal skills that are compelling, convincing, and reassuring; and, in turn, inspires a commensurate calm, confidence and sense of security.</li> <li>Clearly conveys information and ideas through a variety of media to individuals or groups in manner that engages the audience and helps them understand and retain the message.</li> </ul>
<i>Decision Making</i>	<ul style="list-style-type: none"> <li>Takes action in solving problems and moves situations to closure while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics.</li> <li>Makes difficult decisions in a timely manner.</li> </ul>
<i>Initiative</i>	<ul style="list-style-type: none"> <li>Identifies what needs to be done and does it before being asked or before the situation requires it.</li> <li>Resourceful. Action-oriented "doer", achieving results despite lack of resources.</li> </ul>
<i>Time Management</i>	<ul style="list-style-type: none"> <li>Manages multiple priorities and maintains effective levels of service to owner and executive staff.</li> </ul>

<b>Position Qualifications</b>	
<b>Education &amp; Experience</b>	<b>Mathematical Skills</b>
High School Diploma and 1-2 years experience in a fast-paced executive level administrative position.	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to calculate figures and amounts such as proportions, percentages, rates and ratios
<b>Other</b>	<b>Reasoning Ability</b>
This position requires a great deal of resilience and tenacity. The environment is high-demand, dynamic and busy. Each day presents different challenges and requires a high degree of confidentiality.	Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
<b>Computer Skills</b>	<b>Physical Demands</b>
<b>Microsoft Outlook:</b> Intermediate Skill Level <b>Microsoft Word:</b> Intermediate Skill Level <b>Microsoft Excel:</b> Basic Skill Level <b>Microsoft PowerPoint:</b> Basic Skill Level <b>iPhone, iPad Technology:</b> Intermediate Skill Level	While performing the duties of this job, the employee is regularly required to use hands to operate office equipment such as a computer, copier, fax and other office equipment. The employee must occasionally lift/move up to 25 pounds.
<b>Language Skills</b>	<b>Work Environment</b>

*This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as outlined in the RES Employee Handbook, regulatory expectations, quality and department standards, etc.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*  
*K:\RECRUITMENT\Job Descriptions\2019 Job Descriptions\RES - Administration\RES - Executive Assistant.doc*

<p>Ability to read, write and interpret documents in English such as safety rules, operating and maintenance instructions and procedure manuals.                  Ability to read, analyze and interpret common trade journals, financial reports and legal documents.                  Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.</p>	<p>The noise level in the work environment can be loud both onsite and offsite at the show site floor. Hearing protection is provided as an optional use. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.</p>
---	---

*This job description is a summary of the job duties and requirements that represent the general nature and level of work being performed. This description is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees. In addition to the above, all employees are expected to read, understand, and comply with company policies and procedures as outlined in the RES Employee Handbook, regulatory expectations, quality and department standards, etc.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*  
 K:\RECRUITMENT\Job Descriptions\2019 Job Descriptions\RES - Administration\RES - Executive Assistant.doc