



Exhibit Services, LLC

RES Exhibit Services LLC Job Description

JOB TITLE: Administrative Assistant

DEPARTMENT: Show Services

FLSA STATUS: Non-Exempt

REPORTS TO: Executive Vice President and Human Resources

SUMMARY: The Receptionist will be responsible for greeting and directing all visitors and clients in a courteous and professional manner. This position will answer and direct all incoming calls in a pleasant and efficient manner. This position involves a variety of responsibilities and frequent interaction with inside departments and outside clients and, therefore, will require a person with flexibility to accomplish all effectively.

Essential Functions

Administrative (80%)

- Answer multi-line phone system, directing calls to the appropriate employees.
- Greets and directs Clients and Vendors.
- Maintains daily Visitor Sign In log.
- Provides general clerical and administrative support to various departments, as needed.
- Maintain clean and orderly reception and front office area.
- Hand out employment applications, when requested.
- Able to make quick decisions with incoming calls.
- Seeks help when needed.
- Maintain Phone List
- Maintain the Birthday/Anniversary List
- Administrative support to Human Resources and other departments as requested.
- This position requires a professional appearance; business casual attire is required.

Show Services (20%)

- Organization of show kits; input into Syteline.
- Obtain Certificate of Insurance for all shows.
- Manage all inquiries through the company website's 'Contact Us' page and process requests to appropriate executive team member.
- Print weekly UPS statements
- Reconcile fuel receipts for Freight Logistics Manager.
- Assemble office supply kits.
- Organizing and file show site photography.
- Transition/ Job closing folders
- Syteline Price Adjustments for Project Managers

Core Competencies

- Communications** ➤ Displays effective language and speaking skills to professionally and successfully communicate needs or requirements to others.
- Displays a professional, cooperative, positive and flexible attitude. Possesses essential customer service philosophies.
- Accountability & Ownership** ➤ Stays focused on tasks in spite of distractions and interruptions.

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 noted 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.

- Initiative* ⦿ Identifies what needs to be done and does it before being asked or before the situation requires it.
- ⦿ Maintains high standards of performance. Exhibits conscientiousness, dedication, self-discipline, and a sense of responsibility.
- Integrity* ⦿ Is widely trusted; is seen as a direct, truthful individual; keeps confidences
- Time* ⦿ Manages multiple priorities and maintains effective levels of service to business.
- Management* ⦿ Manages ones own time to maximize advantage on a day-to-day basis.
- ⦿ Establishes clear boundaries for time commitments.
- Attention to* ⦿ Double-check the accuracy of information and work product to provide accurate
- Detail* and consistent work.

Position Qualifications	
Education & Experience	Mathematical Skills
High School Diploma and 1-2 years experience in a fast-paced 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
Other Skills/Knowledge/Experience	Reasoning Ability
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.
Computer Skills	Physical Demands
Microsoft Outlook: Intermediate Skill Level Microsoft Word: Intermediate Skill Level Microsoft Excel: Intermediate Skill Level Microsoft PowerPoint: 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.
Language Skills	Work Environment
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.	The noise level in the work environment can be loud in production areas. Hearing protection is provided as an optional use. Must comply with safety & dress codes for all production areas. Must follow all safety guidelines as outlined in the RES Safety Manual dated 12/2012.

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