

Marquez Brothers International, Inc.
Job Description

Job Title: Executive Administrative Assistant

Department: Executive Department

Reports To: Co-CEO

FLSA Status: Non-Exempt

Prepared Date: 02/15/2010

Summary

Marquez Brothers International, Inc. is a leader in the food industry specializing in the manufacturing and distribution of Hispanic grocery and perishable food products for major customers and independents.

The Executive Administrative Assistant performs a wide variety of executive administrative activities which may include but are not limited to; use of discretion and judgment when screening telephone calls, visitors, relaying confidential information and prioritizing and reprioritizing work load. Proofreads and edits draft and final copy materials for accuracy, consistency and clarity and thus should have excellent attention to detail. Must have excellent verbal and written communication skills. Should be reliable, detail orientated and ability plan and organize projects in an effective manner.

Essential Duties and Responsibilities (Other duties may be assigned)

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Takes dictation in shorthand or by machine and transcribes notes on typewriter or computer, or transcribes from voice recordings.

Composes and types routine correspondence.

Organizes and maintains file system, and files correspondence and other records.

Answers and screens executive staff telephone calls, and ability to arrange multiple conference calls.

Coordinates executive staff schedules, makes appointments and manages calendars.

Greets scheduled visitors and conducts to appropriate area or person.

Arranges and coordinates travel schedules and reservations with accuracy.

Conducts research, and compiles and types statistical reports.

Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Makes copies of correspondence or other printed materials.

Prepares outgoing mail and correspondence, including e-mail and faxes.

Orders and maintains supplies, and arranges for equipment maintenance.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust.

Change Management - Communicates changes effectively; Builds commitment and overcomes resistance.

Leadership - Exhibits confidence in self and others; Accepts feedback from others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Aligns work with strategic goals.

Cost Consciousness - Develops and implements cost saving measures; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Strategic Thinking - Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Looks for ways to improve and promote quality; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of

work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Seeks increased responsibilities; Looks for and takes advantage of opportunities.

Innovation - Displays original thinking and creativity; Generates suggestions for improving work; Develops innovative approaches and ideas.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

Education and/or Experience

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software, Excel Expert user, Word Processing software, PowerPoint Expert user and Working Knowledge of MSOutlook.

Other Skills and Abilities

Must be Bilingual in Spanish (ability to read, write and speak)
Ability to Manage Multiple Projects in High Paced Environment
Strong Organizational Skills and high level attention to detail
Excellent verbal and written communication skills
Strong Customer Service and Follow up Skills
Ability to manage intense level work load
Ability to manage heavy scheduling of meetings both on and off-site for executive team
Ability to coordinate travel arrangements and coordinate executive calendars ensuring all parties are informed of and kept abreast of schedule
Ability to answer and screen telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy
Professional appearance and demeanor of an executive level
Ability to arrange conference calls
Ability to excel in the position with positive attitude, high energy, discretion, excellent judgment, and flexibility
Ability to provide beverages, snacks and or coordinate meals for executive team and or for meetings.
Ability to arrange conference calls
Ability to compose, type and distribute professional correspondence and memoranda, e-mails and faxes
Ability to maintain highly organized filing system
Versatility, flexibility, and a willingness to work within constant changing priorities with enthusiasm.
Ability to manage business expense reports for executive staff
Ability to multi-task and manage time wisely

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.