



JOB TITLE: Executive Office Manager

REPORTS TO: C SUITE (CEO, CFO, CEO)

CLASSIFICATION: EXEMPT

PAY GARDE: GRADE 10

POST DATE: MARCH 30, 2018

CLOSING DATE: APRIL 13, 2018

SUMMARY/OBJECTIVE: This position provides high-level administrative support to company executives by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, ordering purchasing requests, and scheduling meetings for executives, directing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. Responsible for arranging internal office moves and providing arrangements for office meetings.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.
- Provides primary phone coverage and greeting of visitors.
- Prepares and sort incoming and outgoing mailings.
- Acts as a liaison with other departments and outside agencies.
- Works independently and within a team on special projects.
- Acts as project manager for special projects at the request of the Executive Team.
- Organizes and maintains the Business Development Corporation office files and its subsidiary business units
- Monitors calendars, meetings, and appointments
- Coordinates travel and professional development
- Creates and edit correspondence of the Business Development Corporation and subsidiary business units
- Supports in research of litigation matters or legal projects
- Researches special topics and projects for Executive Personnel
- Coordinates onsite/offsite meetings
- Prepares and distributes of meeting materials.
- Additional duties will be assigned as newly formed business units are developed
- Record, type and distribute meeting minutes.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- Supervises and coordinates overall administrative activities for the Office Administration Department.
- Supervises the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities.



- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.
- Supervises the maintenance of office equipment, including copier, fax machine, etc.
- Responsible for the facilities day-to-day operations

EXPECTATIONS/ABILITIES:

- Present a positive, professional appearance and demeanor while conducting LDF Business, on premises and off.
- Must be able to operate calmly while in a fast-paced environment.
- Strong commitment to customer service.
- Superior written and oral communication skills.
- Effective time management and organizational skills.
- Exceptional leadership and interpersonal skills.
- Must be a detail-oriented problem solver.
- Possess strong computer skills with proficiency in software including Microsoft Office.
- Strong mathematical skills.
- Ability to solve problems independently.

SUPERVISORY RESPONSIBILITY: This position has no direct supervisory responsibilities, but subject to change with future company hiring needs.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

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.

While performing the duties of this job, the employee is regularly required to talk and hear. This is a largely sedentary role; however filing is required. This would require the ability to lift files, open filing cabinets, and twisting, reaching, bending or extended standing as necessary.

POSITION TYPE/EXPECTED HOURS OF WORK: This is a full-time position. Days and hours of work are primarily Monday through Friday, 8:00a to 4:30p. Occasional evening and weekend work may be required as job duties demand.

TRAVEL: Occasional travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE: Associate degree in Business Administration, Human Resources or other related field is required, Bachelor degree preferred. Five years of experience in administrative functions is required.

OTHER DUTIES: Please note 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 notice.



CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Business Development Corporation expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Business Development Corporation is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

EEO STATEMENT: LDF BDC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

HOW TO APPLY: To apply for this position please submit an application for employment, resume to:

LDF BUSINESS DEVELOPMENT CORP.

ATTN: HUMAN RESOURCES

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