



JOB TITLE: Executive Administrative Assistant

REPORTS TO: PRESIDENT OF HOLDINGS

CLASSIFICATION: NON-EXEMPT

PAY GRADE 9: STARTING AT \$18.77/HR

POST DATE: NOVEMBER 30, 2018

CLOSING DATE: DECEMBER 13, 2018

SUMMARY/OBJECTIVE: This position will help coordinate and manage overall administrative projects and activities for different entities within the company while providing project and program administration assistance as needed. The Executive Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of the office. Duties include providing support to our President, Director, Manager and employees assisting through a variety of daily tasks and projects related to organization and communication. Being able to work efficiently between departments depending on where the greatest need is at that time.

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

- Full understanding of the business and all departments. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.
- Acts as a liaison amongst department staff and outside agencies. Ability to assist with communication and project workloads, both internally and externally to maintain a professional image.
- Acts as project manager for special projects at the request of the President.
- Works independently and within a team on special projects. Contributes to team effort by accomplishing related results as needed.
- Coordinates and monitors onsite/offsite meetings, calendars, and appointments.
- Coordinates travel and professional development for LDF Holdings staff.
- Researches special topics and projects for President.
- Record, type, prepares and distributes meeting minutes and materials.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- Maintains workflow by studying methods; implementing cost reductions; and developing reporting procedures.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Create memos and presentations for product and new strategy development.
- All other duties as assigned.

Other Duties: Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this role. Duties, responsibilities, and activities may change at any time with our without notice.

EXPECTATIONS/ABILITIES:

- Strong dependability and work ethic.
- Strong attention to detail.
- Superior written and verbal communication skills.
- Effective time management and organizational skills.
- Exceptional leadership and interpersonal skills.
- Ability to be proactive, self-motivated and self-directed
- Ability to operate calmly while in a fast-paced environment.



- Ability to work well under pressure.
- Ability to work and collaborate in a team environment.
- Ability to solve problems independently, must be a detail-oriented problem solver.
- Strong commitment to customer service.
- Present a positive, professional appearance and demeanor while conducting business, on premises and off.

SUPERVISORY RESPONSIBILITY: This position has no direct supervisory responsibilities.

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, some filing is required. This would require the ability to lift 15 lbs. boxes and files, open filing cabinets, and bend or stand 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. However, evening and weekend hours are required as job duties demand.

TRAVEL: Occasional travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE: Associate degree in Business Administration or related field. If no degree, a minimum of 1 to 2-year experience in administrative or operational field is required. High School Diploma, G.E.D. or equivalent. Possess strong computer skills with proficiency in software including Microsoft Office.

PREFERRED EDUCATION AND EXPERIENCE: Bachelor degree preferred. A minimum of 5-years of experience in administrative or operational experience is preferred.

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.

Print: _____ Signature: _____ Date: _____

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
PO Box 155
LAC DU FLAMBEAU, WI 54538
866.423.6104 (FAX)
HR@LDFBDC.COM