



Job Description – Fox Home Innovations

Job Title: Administrative Assistant

Report To: Office Manager

Effective Date: TBD

Position Summary:

The Administrative Assistant is an integral piece in the operation of Fox Home Innovations. Timely data entry and client interaction are two main components of this position. Having a strong work ethic and willingness to work in a team environment are vital in this role. Reporting directly to the Office Manager, the Administrative Assistant will be required to carry out a variety of tasks in the office in order to support the company's operation. Strong interpersonal skills and the ability to clearly communicate with clients, both in person and over the phone. As a member of the Fox Home team, the Administrative Assistant will uphold all core values and visions of the company.

Qualifications:

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Greet and assist visitors.
- Anticipate the needs of others to ensure a seamless and positive experience.
- Excellent phone manner- Professional and friendly; able to ascertain the nature of calls and then direct/handle accordingly.
- PC savvy- willing and eager to learn new skills with technology, proficient with most facets of Microsoft office suite and other business software programs.
- Communicates clearly and consistently with others.
- Is self motivated and maintains a positive attitude while at work.
- Strong understanding of accounting procedures; a working knowledge of QuickBooks or other accounting software preferred.
- Practices and follows high business ethical standards.
- Highly organized, motivated, detail oriented, able to problem solve issues independently and as a team member.
- Willingness to learn and grow in a team-oriented environment.
- Maintains professional demeanor; Demonstrates integrity and confidentiality.
- Driver's license and good driving record
- Associate degree in related field and/or prior administrative experience.
- Desire to be proactive and create a positive experience for others.

Goals, Duties and Responsibilities:

Accounting

The Administrative Assistant will be responsible for entering company data, both financial and otherwise. They will understand and perform any actions required inside of the current accounting software being used. In addition, they will be expected to run or compile any reports as directed by the Office Manager. Data entry will be an essential function of this position so the ability to stay on task and be timely is a must. The ability to set and meet goals will be key to ensuring all data is entered accurately and on time.

QuickBooks And BuilderTrend:

- Properly setup and maintain employee, supplier, and trade accounts.
- Ensure all entries into QuickBooks or Buildertrend are properly formatted and coded correctly.
- Receive and enter draw schedules for accurate financial forecasting.
- Enter all information in a timely manner to keep Fox Home informed of the most accurate standing with all business partners and vendors.
- Support office staff by creating and running any pertinent reports requested.

Administrative Duties

- Greet visitors and callers, ascertains nature of business and direct accordingly.
- Efficiently and accurately enter all required data into computer programs within the assigned timelines to ensure that all departments have the most up to date information.
- Field incoming phone calls and collect pertinent information and forward it to the proper party.
- Be able to effectively navigate the company phone system.
- Aid the Office Manager and other administrative staff members when needed.
- Assist in the creation of policies and procedures for the company.
- Create and maintain an office supply inventory list.
- Collects and distributes all mail daily.
- Coordinate and assist in the planning and booking of company travel, when required.
- Maintain filing system and ensure that files are neat and organized.
- Ensuring that all documents are scanned in and organized digitally.
- When necessary assist in the opening and closing of the showroom.
- Sending in all vendor rebates and helping with returns when needed.

Sales and Marketing

- Enable future FHI sales by excelling at your role as Administrative Assistant through constant and consistent communication with our clients. Promptly address any customer concerns and issues. Help FHI create happy customers by exceeding the customer's expectations whenever possible.
- Support staff in customer relation activities to help foster the best customer experience allowable.
- When answering phones or managing walk-ins, capture the proper information for sales to qualify the lead and follow up.

- Participate as needed in company events to help promote and support the success of the company.

Estimating

- As with all FHI employees, the Administrative Assistant can and will impact the health of FHI through their dedication to proper business practices and time management.
- Ensure Sales and Production are receiving the most accurate information possible through timely and accurate job cost entry.
- As requested, ensure that reports are ran and delivered by the due date assigned.

Leadership

- **The Administrative Assistant will embrace, support, enable and promote the FHI Care Values and Vision Statements.**
- The Administrative Assistant will always maintain a positive professional attitude towards FHI, other team members, office staff, vendors, and trades and FHI customers.
- Support and promote all FHI policies, procedures, and initiatives in a positive manner.
- Recognize and acknowledge any, and all, negative issues immediately. Create and implement a solution to these issues. Report any major issues to the General Manager.
- Ensure all non-employee vendors and trades maintain the highest regard for FHI when on our sites or communicating with our staff or customers.
- The Administrative Assistant will lead by example.
- Consistently act with honor, dedication, and focus
- The Administrative Assistant will continually educate and improve both professionally and personally.
- Show an initiative to learn new skills, gain new information, grow creatively, and pursue continuous improvement.
- Provide encouragement, recognition, constructive feedback and coaching to all team members.
- Resolve all conflicts in a manner which benefits all parties involved.
- FHI, whenever possible, will support all employees both professionally and personally through training, education, and a positive, healthy work environment.

Fox Home Core Values

- **Professionally Deliver an unequaled client experience**
 - **Focus on building lasting relationships**
 - **Unrelenting attention to detail**
 - **Tackling adversity with positivity**
 - **We grow and have fun together**

Core Focus:

Client experience, through relationships & Innovation

Our Niche:

Being experts in Residential Design & Remodeling

I agree with this description of the work I am to produce as an Administrative Assistant for Fox Home Innovations and to the level at which I am to perform my duties. Additionally, I understand that Fox Home Innovations, LLC holds the right to modify and change this job description at anytime.

Signature _____ Date _____
(Administrative Assistant)