

## Job Description

<b>Position</b>	<b>Executive Assistant</b>
<b>Department</b>	<b>Administrative</b>
<b>Report To</b>	<b>Chief Executive Officer</b>
<b>Description</b>	

Provides administrative support functions related to the activities and operations of Patriots A1 Research & Drafting Company LLC. Provides professionalism since this position is usually the first point of contact for office visitors and telephone calls.

### **Essential Duties and Functions**

- Receive or greet any visitors and clients
- Answer telephone calls, screens and routes telephone calls, and responds to inquiries from the public, vendors, contractors/subcontractors by referring calls to appropriate personnel.
- Operates a variety of standard office equipment including fax machine, scanner, copier, computer, telephone, and communications equipment.
- Book appointments with document technicians, making sure their calendar is open for consultations.
- Handle cashier duties
- Possibly schedule travel for document research or notary technicians
- Aids in the planning and implementation of company events.
- Performs typing, mailing, faxing, FedExing or UPS, scanning or photocopying various correspondence or materials if necessary.
- Establishes and maintains a wide variety of records and files related to company operations and activities.
- Assembles and distributes a variety of documents, manuals and materials.
- Maintains travel itineraries and company calendar. Updates daily/weekly as required.
- Other duties include reviewing of employee travel and expense claims, making travel arrangements, data entry and company correspondence.
- Perform other duties as assigned.