

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

**POSITION TITLE:** Executive Assistant

**JOB CODE:** 003055

**DATE PREPARED:** October 1, 1989

**Revised:** June 17, 1994

---

**SUMMARY STATEMENT**

The Executive Assistant directs and coordinates the execution of administrative policies and procedures within the Company and participates in the completion of special projects designed to solve specific high-level problems.

**DIMENSIONS**

The incumbent has contributory impact upon an operating budget of \$3.5 million. The incumbent may have direct supervisory responsibility for 4 exempt employees and 1 nonexempt employee and indirect supervisory responsibility for 18 exempt and 4 nonexempt employees. This position reports to the General Manager.

**NATURE AND SCOPE**

1. Acts as assistant to the General Manager to relieve as much administrative detail as possible;
2. Completes the collection and analysis of data necessary to accomplish work goals, operating on the basis of assigned projects;
3. Develops resource material from all parts of the Company deemed necessary to complete the project;
4. Coordinates and reviews statistics for budget and manpower forecasts;
5. Represents the General Manager as assigned;
6. Coordinates and develops necessary systems to measure division or other organization performance;
7. Studies and recommends administrative policies and solves administrative problems;
8. Assists in the development, installation, and enforcement of systems to maintain uniformity in general administrative matters;
9. Prepares, screens, and edits correspondence, reports, policies, and other documents;
10. Reports problem work areas to the General Manager as they develop, together with recommended solutions;
11. Assists in the coordination of occupational safety, equal employment opportunity, affirmative action, and other Company programs;
12. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
13. Performs related work as required.

## Executive Assistant

### ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

#### Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

#### Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

### PRINCIPAL CONTACTS

The incumbent maintains frequent contact with all levels of management and staff representatives of DOE, user agencies, and Company division and organizational units to review budget requirements, elect and analyze data required for special projects, resolve administrative issues, and coordinate the execution and control of administrative policies and procedures for the Company.

### WORKING CONDITIONS

General office conditions exist most of the time.

Executive Assistant ●

**REQUIRED WORK EXPERIENCE**

This position requires eight years of office management experience which have provided a thorough working knowledge of the Company's administrative policies and procedures, including the applicable accounting and budgeting methods and demonstrated supervisory ability.

**REQUIRED TRAINING**

This position requires a bachelor's degree in business administration, or equivalent experience.

**OTHER SPECIAL QUALIFICATIONS**

None.