



Executive Administrative Assistant

We're looking for an organized and highly capable, detail-driven Executive Administrative Assistant to take charge of our bookkeeping and bring high-level support across multiple departments to keep our operation running smoothly and efficiently.

STATUS
WAGE
LOCATION

Full Time
\$65k-\$80k depending on experience
Missoula Montana

FEN.ES.TRA.TION

:The arrangement, proportioning, and design of windows + doors in a building.



KEY RESPONSIBILITIES

Accounting

- + Assist with basic accounting tasks such as bill entry and paying, invoicing, estimating, expense tracking, and basic reconciliation of financial records.
- + Work closely with the finance manager to ensure accurate and timely recording of financial transactions

Administrative Support

- + Manage and organize office operations, including maintaining Dropbox database, handling phone calls, responding to emails, etc.
- + Coordinate and schedule appointments, meetings, company events, and travel arrangements for team members.
- + Manage and track DOT compliance for our small vehicle fleet, inspections and team
- + Manage window and door certification records compliance. Support fabrication team and contract fabricators to ensure compliance with window and door certifications.

Purchasing

- + Collaborate with various departments to identify procurement needs and generate purchase orders
- + Liaise with vendors to obtain quotes, negotiate pricing, and ensure timely delivery of materials and supplies

Logistics Support

- + Coordinate logistics for product shipments both domestically and internationally, ensuring timely and accurate deliveries to customers and maintain clear and consistent communication with vendors and customers alike.
- + Maintain inventory records and assist in tracking stock levels to prevent shortages

Documentation

- + Prepare and maintain documents, reports, and spreadsheets as needed
- + Assist in the creation and updating of standard operating procedures (SOPs) related to administrative and logistical processes

Customer Service

- + Provide support in addressing customer inquiries and concerns
- + Collaborate with marketing and business development to enhance overall customer satisfaction
- + Ownership of our small parts ordering and warranty process. Collaborate with field and service team to order and track parts orders.

QUALIFICATIONS

- + 5+ years of demonstrated success in an Administrative Assistant role.
- + Strong knowledge of accounting principles and excellent understanding of QuickBooks Online
- + Proven experience as an Administrative Assistant or in a similar role.
- + Strong organizational and multitasking skills
- + Demonstrated proficiency in Microsoft Office Suite (Word, Excel, Outlook), Google Worksuite, Dropbox
- + Excellent communication and interpersonal skills
- + Detail-oriented with a focus on accuracy
- + Ability to work independently and as part of a team
- + Prior experience in a construction or fenestration related industry preferred
- + Experience with International Freight preferred