



## FEN.ES.TRA.TION

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

# 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



## WHY JOIN GLO

### + **High-End, Custom Projects**

Work on architecturally significant, luxury residential projects that push the boundaries of design and performance in incredible locations throughout the Rocky Mountains.

### + **Innovation & Technical Excellence**

Be part of a company known for engineering complex fenestration systems, especially large-format glazing solutions tailored for extreme climates.

### + **Close Collaboration with Leading Architects & Builders**

Collaborate directly with some of the most prominent architects, builders, and designers in the country, offering a more dynamic and creative work environment.

### + **European Craftsmanship & Cutting-Edge Materials**

Work with some of the top component suppliers and fabrication partners in Europe, giving you exposure to premium products and technologies from around the world.

### + **Opportunities for Skill Development**

Gain expertise in specialized installation techniques, building envelope performance, and high-end fenestration solutions in a growing industry.

### + **Culture of Excellence & Craft**

Join a tight-knit, detail-oriented team that values precision and innovation in every project.

### + **Stability with Vision**

Be part of a growing company that's established enough to offer security, yet nimble enough to stay innovative and exciting.

### + **Impactful Work**

Your contributions directly affect project success and client satisfaction, your work truly matters.



## BENEFITS

- + Profit Sharing Bonus
- + Health Reimbursement Plan
- + 401K Retirement Plan
- + Paid Vacation + Holidays
- + Opportunity for Advancement

## KEY RESPONSIBILITIES

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### **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

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- + 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