

# Executive Administrative Assistant

R & J Van Beek  
Reports To: CEO, COO

## Job Description:

The Executive Administrative Assistant is responsible for the day to day internal operations and administrative processes for R & J Van Beek. This position is made up of numerous responsibilities that include entering and processing customer orders. The Executive Administrative Assistant will be responsible for customer orders, accounts payable/receivable, and maintaining the chart of accounts for R & J Van Beek, and acting as assistant to Ron Van Beek. The Executive Administrative Assistant will assist management to ensure the office and business runs smoothly and efficiently.

## Duties and Responsibilities:

### **1. Order Processing (30%)**

- Enter, process, and invoice orders.
- Receive payments on customer accounts.
- Become familiar with customer accounts and payments to provide first-rate customer service to both internal and external customers.
- Send customer statements once a month via email and/or mail.
- Be able to answer questions customers have on orders, payments, and accounts.
- Pay commissions to clients.
- Update loan amortization schedules as needed.
- Work with Ron Van Beek to keep gross margins up to date monthly.
- Keep track of shipping costs.

### **2. General Clerical Duties (30%)**

- Be the primary person in charge of answering the telephone for the company. Transfer calls to the appropriate person, take and relay messages.
- Responsible for registration and licensing of company owned vehicles.
- Assisting management with travel plans.
- Working with Paul Van Beek on keeping track of bills that R & J pays that have to be charged to the various other companies
- Responsible for paying all R & J bills and Ron Van Beek's personal bills.
- Responsible for completing other tasks requested by the management team.

### **3. Accounts Payable (25%)**

- Enter invoices from vendors and suppliers. Reconcile statements with vendors and suppliers to keep accounts accurate.
- Schedule monthly payments to those vendors and suppliers.
- Ensure accurate cash management though weekly checkbook reconciliations.

#### **4. Purchasing Training (15%)**

- Learn purchasing requirements for VBN
- Learn purchasing requirements for VBNS
- Determine new purchasing methods to save significant money

### **Job Requirements and Skills**

#### **Education**

- Associate's Degree or higher emphasizing business administration and accounting is preferred.

#### **Work Experience**

-Three or more years of work experience is preferred.

#### **Skills Required**

-Interpersonal, verbal and written communication skills are an absolute necessity.

-Must be well-organized.

-Must have excellent working knowledge of Microsoft Office.

-The ability to learn and utilize Quickbooks, and other computer software.

-Must excel in math.

-The ability to interact with customers, company employees, and senior executive contacts on a daily basis.

#### **Character Traits**

-Honesty, integrity, and an optimistic attitude are an absolute requirement.

-A good business development attitude.

-The ability to learn and retain information and processes efficiently.

-The ability to handle sensitive information in a mature and confidential manner.

Revised:

Original: 10-3-15