



## EXECUTIVE ASSISTANT – JOB DESCRIPTION

### Company Summary:

We're innovative. We're customer centric. We're experience focused. We embrace the changing ideal of what and where people call home. We also believe in our formula for success – talented team collaborating with integrity, always executing, always innovating, while transforming neighborhoods and enhancing peoples' lives.

Onyx+East is a full-service home builder including development, construction, marketing, design, and sales – focused on serving clients seeking walkable neighborhoods and homes that make their life more connected and convenient. Headquartered in Indianapolis, Onyx+East is comprised of inspired and industrious individuals who are passionate about active lifestyles, exceptional customer experiences and creating solutions for neighborhoods that positively impact communities.

### Job Summary:

This position is primarily responsible for providing support in an administrative capacity for a VP & C-level executive(s). This position must possess excellent organizational, verbal, and written communication skills, ability to work well with all levels of management, capable of prioritizing and completing multiple assignments with accuracy and attention to detail with minimal supervision under tight deadlines. Must also possess professional demeanor, as well as, have the ability to handle sensitive and confidential information in a professional manner.

### Key Job Duties and Responsibilities:

- Perform secretarial, clerical, and administrative support for executive management in addition to performing more advanced and complex or general office tasks. Some duties may be unique, unusual, sensitive or confidential in nature, or more in line with a personal assistant position.
- Greet and direct all incoming calls
- Interact with visitors or peers of supervisor, as well as all levels of management internally or externally.
- Ability to effectively communicate supervisor's instructions or desires to various individuals and furnishes and obtains information from other high-level individuals, management or positions via telephone, correspondence, e-mail or personally.
- Effectively manage or assist with correspondence, filing, faxes, e-mails, voice messages, mail, duplications, binding, etc.

# ONYX+EAST®

- Coordinate all meetings and/or appointments via face-to-face, travel or conference calls by:
  - Coordinating and scheduling meeting times keeping time zones in mind.
  - Secure meeting room(s) and/or conferencing capabilities.
  - Prepare meeting materials on a timely basis.
  - Ensure appropriate refreshments are available, if necessary.
- Schedule and coordinate all travel
- HR administrative support
- Ability to handle multiple and complex projects, reports, data simultaneously using own discretion and decision-making abilities.
- Ability to work as part of a team as well as work independently with minimal supervision and is reviewed by observation and objectives obtained.
- Ability to operate a range of office machines such as photocopiers, computers, facsimile machines, binding machines, etc.
- Perform other related administrative duties as required.
- Ability to handle personal requests as needed.

## Experience and Skill Requirements:

- 2-5 years of experience in administrative role
- Proficient in Microsoft Office Suite
- Must possess excellent organizational, verbal and written communication and interpersonal skills, plus possess exemplary writing, language, grammar and proofreading skills.
- Demonstrated experience in managing multiple tasks
- High attention to detail
- Excellent verbal and written communication skills
- College degree or commensurate experience preferred
- Must be able to work in a fast-paced environment.
- Able to exhibit a high level of confidentiality.