



**HARWOOD**  
INTERNATIONAL

## HARWOOD INTERNATIONAL CAREERS

### Executive Assistant

#### Classification

Exempt

#### Summary/Objective

The executive assistant provides high-level administrative support to company executives by conducting research, preparing statistical reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

This executive assistant will support our Property Management department and Harwood Hospitality side of Harwood International.

#### Essential Functions

#### Job Duties

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Type reports, memos, letters and other documents using word relevant computer software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Record, type and distribute meeting minutes.
- Greet visitors and determine whether they should be given access to specific individuals.
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- File and retrieve corporate documents, records and reports.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for executives.
- Handle all travel, admin and business issues, prioritizing and executing both business and personal/family responsibilities in a manner that creates streamlined processes and work / life balance for the executive.

#### Competencies

- Communication Proficiency.
- Time Management.
- Collaboration Skills.
- Personal Effectiveness/Credibility.
- Flexibility.

- Technical Capacity.
- Stress Management/Composure.
- Ethics / Trustworthy/ Maintains appropriate confidentiality.

### **Supervisory Responsibility**

This position has no supervisory responsibilities.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers and smartphones.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, from approximately 8:30 a.m. to 5:30p.m. This position may occasionally require long hours and/or weekend work.

### **Travel**

Minimal to no travel is required for this position.

### **Required Education and Experience**

- High school diploma.
- Five years of administrative experience.

### **Preferred Education and Experience**

- Associate's degree or bachelor's degree.

### **AAP/EEO Statement**

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please send your resume to [nrungruangphol@harwoodinc.com](mailto:nrungruangphol@harwoodinc.com)