



Description

RSZ Interiors is a firm dedicated to design, construction, and development of residential properties in Georgia and Florida.

Primary Function

The Administrative Assistant provides direct, primary administrative support for the Founder & Lead Designer of RSZ Interiors. This is a virtual position, and the appropriate candidate will need to have the ability to perform its duties from their personal home office. Preferred candidate must be based in either the state of Georgia or Florida.

Under general direction, this position is responsible for high level project management and administrative support while coordinating, planning, and providing administrative support services.

Serves as the primary liaison between the Founder & Lead Designer and all clients, vendors, contractors and others, and acts on behalf of the Founder & Lead Designer regarding administrative activities. This position is responsible for daily scheduling, provides briefing information to the Founder & Lead Designer for upcoming meetings. This individual is the key contact for coordinating meetings and activities, and is the key contact for clients; present, new, and prospective, contractors and subcontractors, vendors, and others. Discretion and confidentiality are vital.

The ideal candidate is self-motivated, highly organized, administrative professional with experience providing executive support. The Administrative Assistant is a key partner in a highly effective team of professionals who work collectively and as a team to accomplish the goals of the firm.

Organizational Relationship

This position reports directly to RSZ Interiors Founder & Lead Designer.

Essential Responsibilities

Administrative support serves as the liaison between all related to the firms' daily interactions. Manages the executive and project calendars, schedules all meetings, and assembles all briefing materials for daily meetings and activities. Assists, coordinates, and orchestrates searches and facilitates all processes. Prepares and routes payment requests, purchase requisitions, and travel vouchers. Maintains daily complex calendar and deadlines for routine firm business. Coordinates and facilitates activities and events within the firm's offices as required by the executive's schedule and project deadlines. Project manager for various assigned projects, having overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.

Supports calendar management, travel logistics, preparing reports, client proposals and invoices, vendor purchase orders, execution of agreements, coordinating mailings, and other special projects as assigned.

Excellent communication skills; verbal and written. Bilingual (English/Spanish) preferred but not a must.



Essential Responsibilities *(continued)*

Assists in providing a variety of duties involved in supporting the administrative operations.

Assists in preparing management reports and presentations.

Assist with special projects as needed.

Coordinates with vendors and subcontractors in the dissemination of pertinent information respective to specific projects.

Assists in the coordination of vendors, showrooms, subcontractors, and clients' meetings, serving as meeting organizer and transcribing meeting minutes which must include detailed information on next steps and actions items.

Directs the work of office support; prioritizes and coordinates work assignment; reviews work for accuracy.

Assists in the preparation of budgets; reviews and monitors expenditures; audits petty cash expenditures; processes all account payable.

Coordinates purchases of equipment, supplies, and services.

Research, compile, and analyze data for special projects and various reports.

Organizes and maintains filing systems; maintains records related to specific area of assignment.

Coordinates travel arrangements for Founder; processes travel vouchers and travel authorizations.

Responds to and resolves difficult and sensitive inquiries and complaints.

Order and maintain inventory of promotional items.

Performs related duties and fulfills responsibilities as required.

Critical Abilities

Deep, personal commitment to mutual respect.

Demonstrable commitment to leading by example.

Demonstrably strong work ethic and entrepreneurial mentality, including a high-level of integrity, focus and commitment to achieve ambitious goals.

Exemplary track record of professionalism, maturity, and discretion in the handling of confidential and highly sensitive information.

Exceptional interpersonal, verbal, and written skills.

Excellent organizational, supervisory, and mediator skills.



Critical Abilities *(continued)*

Ability to establish priorities, utilize good judgment under pressure, and flexible to handle last minute and unexpected assignments.

Must be able to work autonomously and must be a self-starter with a positive and team oriented, can-do perspective, with good judgment and initiative.

Must exhibit a thorough knowledge of RSZ Interiors' philosophies, policies, and procedures.

High level of productivity and accuracy.

High quality mindset with the goal of excellence.

Extensive calendaring, heavy use of Microsoft Office and Outlook.

Extensive knowledge of all Microsoft products, including Word, Excel, PowerPoint, SharePoint, OneDrive, OneNote, and MS Teams.

Ability to professionally adapt at changing schedules and situations.

Quick learner. Ability to learn firm's proprietary software.

Excellent technology skills and the ability to work productively with tools such as spreadsheets and databases.

Familiarity with every aspect of the firm.

Knowledge of administration principles and procedures.

Knowledge of organizational policies, procedures, and administrative systems.

Ability to perform responsible and difficult administrative office duties involving the use of independent judgment and personal initiative.

Ability to schedule and coordinate projects, set priorities, and adapt to changing priorities.

Ability to maintain confidential data and information.

Ability to work independently in the absence of supervision.

Ability to communicate clearly and concisely, both verbally and in writing.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.



Required Qualifications

High school graduation or equivalent

- Any one or any combination totaling two (2) years (24 months) from the following categories:
 - College course work in business, finance, accounting, or a related field.
 - Progressively more responsible professional, managerial and supervisory experience that included experience in areas such as administrative support, project management, organizing and coordinating office operations, and performing duties that lead to knowledge of generally accepted office management principles.
 - One (1) year of work experience providing executive support (President-level or equivalent).
 - Two (2) of two years of work experience managing projects.
- Valid Driver's License

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. Physical requirements include lifting/carrying of 35 pounds; visual acuity, speech, and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard. Subject to sitting, standing, and walking to perform the essential functions. There is a high level of desk related duties, including heavy keyboarding, phone use, heavy filing duties. The employee is sometimes required to stand for long periods of time; walk; use fingers and hands to feel, grasp, operate or handle objects, tools, or controls; and reach with hands and arms. Ability to work outside of normal working hours to complete tasks.