

RESNET® Executive Administrative Assistant Job Description Remote Position

Position Summary

Residential Energy Services Network (RESNET®) is seeking an Executive Administrative Assistant to join our team. This individual will provide support to the Executive Director and Deputy Director and will also assist the Managing Director of Quality Assurance and the Programs Director with business administration, event and travel support, and general administrative support.

Experience, Education, and Skills

QUALIFICATIONS / REQUIREMENTS

- Bachelor's degree or an equivalent combination of education and experience.
- Minimum of 10 years' experience in an administrative role directly supporting and reporting to senior management.
- Previous experience in project/program management.
- Strong professional written and verbal communication skills.
- Ability to take initiative independently and proactively, driven by personal motivation.
- Ability to listen actively and respond by expressing ideas clearly and respectfully. Ability to maintain confidentiality and handle sensitive issues with diplomacy, tact, and empathy.
- Strong vocabulary, editing, and proofreading skills.
- Ability to function well in a fast-paced environment and under pressure.
- Ability to effectively identify priorities and manage multiple priorities.
- High level of perception with the ability to read the room and adjust as needed.
- Sense of urgency in performing work and responding to email, text, and phone inquiries.
- Excellent organizational and follow-through skills, and ability to carry out multiple tasks during a workday with effective time management.
- Expert proficiency with Microsoft Office, Word, Excel, Outlook, and PowerPoint.
- Strong attention to detail.
- Strong cross-functional collaboration and consensus-building skills.
- Excellent analytical problem-solving skills.
- Ability to identify needs proactively and offer solutions.
- Ability to travel approximately 4-5 times per year.

PREFERRED

- Familiarity with residential home rating organizations, single-family and/or multifamily construction.
- Familiarity working with home builders, construction industry organizations and stakeholders.
- Familiarity with the International Energy Conservation Code.
- Experience working with state and/or local governments.
- Experience developing collaborations with industry stakeholders.
- Experience in a role that emphasized success through strong internal and external partnerships and collaborations.

Key Position Functions and Duties

1. Manage professional and personal scheduling for the Executive Director and Deputy Director, including agendas, mail, email, calls, travel arrangements, etc.
2. Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to the executive team.
3. Manage, coordinate, and arrange the Executive Director and Deputy Director's travel and travel-related activities, including hotel booking, transportation, and meal coordination.
4. Coordinate executive functions, coordinate hospitality needs, and host company guests as needed.
5. Ensure the Executive Director and Deputy Director's hospitality needs are met during all company functions.
6. For external events, create itineraries, and arrange transportation and all executive and VIP guest travel needs.
7. Maintain professionalism and strict confidentiality with all materials, and always exercise the utmost discretion.
8. Prepare Word, Excel, PowerPoint presentations, agendas, reports, and special projects in support of the Executive Director and Deputy Director.
9. Draft and prepare correspondence for internal announcements for the Executive Director and Deputy Director.
10. Plan and orchestrate work to ensure that senior executives' priorities are met, organizational goals are achieved, and best practices are upheld.
11. Conserve executives' time by reading, researching, collecting, and analyzing information as needed in advance.
12. Perform administrative and office support functions, such as setting up and managing doodle polls, setting up and managing calendar invites, and others.
13. Manage expense reports for the Executive Director and Deputy Director on a consistent basis.
14. Manage the Executive Director and Deputy Director's schedules for conferences.
15. Assist event staff in coordinating employee events such as company holiday parties, employee appreciation, staff retreat etc.
16. Assist with department projects as needed.
17. Respond, track, and coordinate requests from internal staff and industry stakeholders (inquiries, due diligence meetings, etc.)
18. Organize and maintain materials and documents in specified locations.
19. For select projects and processes, prepare and assemble data, develop initial drafts of documents or presentations, and assist with delivery and finalization, as needed.
20. Build and maintain productive working relationships with the team and across departments.
21. Complete special projects as needed.

22. Perform all other duties as assigned.

Typical Working Conditions

The position requires constant contact with senior management, coworkers, and industry stakeholders. Work is performed indoors. This position requires full-time hours (40 hours per week) Monday through Friday. Occasional weekend and evening work is required when attending offsite meetings and conferences. Regular punctual attendance is required. The employee must be able to travel out of state approximately 2-4 times per year.

Equipment, Tools, and Machines

Must possess working knowledge of office machines and equipment, including but not limited to laptop or desktop computers and related software and applications, tablets, phones, printers, scanners, and other general office equipment.

Typical Physical and Cognitive Demands

Requirements and Frequency		
Occasional Demands (1-33% of the time weekly)	Frequent Demands (34-66% of the time weekly)	Constant Demands (67-100% of the time weekly)
Standing	Hand-eye coordination	Reading and comprehending
Walking	Grasping	Focus for extended periods
Lifting and/or Carrying (up to 20 pounds)		Oral and written communication
Crouching		Decision-making
Bending		Mental alertness
		Hearing
		Visual acuity
		Sitting

This description may not be all-inclusive and is subject to change at any time. Job duties may be modified whenever deemed appropriate by RESNET®. All employees are expected to perform duties as assigned and directed by management. Employment at RESNET® is at will. This position description is not intended, nor should it be construed, to modify this employment-at-will relationship.

When applicable, RESNET® will consider and provide reasonable accommodations to the known physical or mental limitations of an otherwise qualified individual with a disability and to the known limitations of a qualified individual related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions, unless providing the accommodation would impose an undue hardship on the operation of the business.