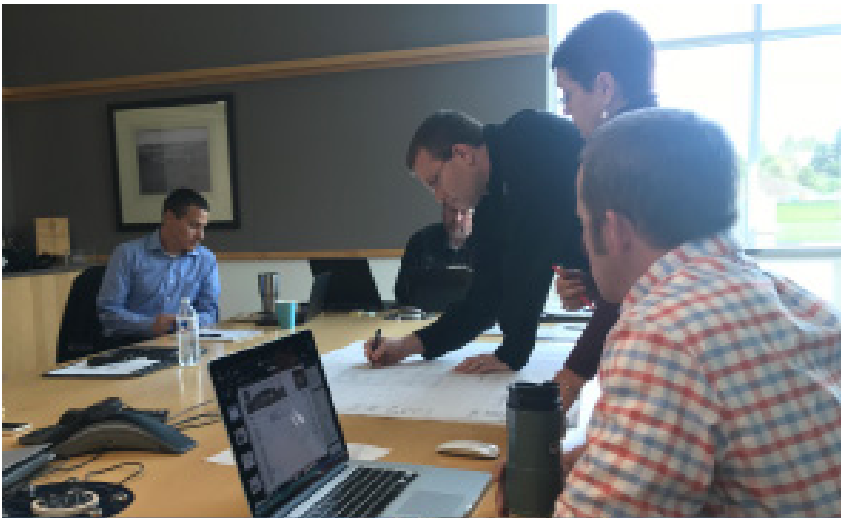


POSITION DESCRIPTION

Executive Assistant

2020



POSITION SPECIFICATION

Position	Executive Assistant
Organization	KFI Engineers (KFI)
Location	St. Paul, MN
Reporting Relationship	President
Website	http://www.kfiengineers.com/

COMPANY BACKGROUND

KFI is a recognized industry leader in process and facility infrastructure design and performance. We serve clients in the United States, Canada and Central America and have capabilities not commonly found in traditional engineering firms, including our commissioning work and our ability to drive projects of all sizes.

KFI was established in 1996 to make a difference in the way infrastructure and processing projects are delivered. We employ a highly trained staff of engineers, technicians and managers who execute projects with the same care and creativity we would expect if we were the client. We are located in Minnesota, Wisconsin, Iowa, and North Dakota with a team of 100 professionals.

POSITION OVERVIEW

The Executive Assistant plays a key role in organizing schedules and keeping track of commitments and deliverables. Reporting directly to the President, this individual will work directly with a wide range of managers, employees and external stakeholders and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced environment. The successful candidate will also contribute to a dynamic team environment by being proactive, and modeling a highly collaborative working environment.

This individual also plays an important role in organizing and supporting certain aspects of the President's personal and family affairs. This includes making travel arrangements, communication for and organization of other non-KFI affairs such as engagement with property managers, estate planning, and rudimentary corporate structure matters. This position requires little travel, but extended availability by phone to deal with situations requiring short reaction times are not uncommon.

TYPICAL RESPONSIBILITIES

Specific responsibilities will include, but not be limited to, the following:

- Plans, schedules and organizes meetings and special events, including making travel arrangements.
- Schedules and plans Board of Director's meetings, as well as prepares meeting minutes. Keeps Board members informed on pertinent company developments and news.
- Schedules, plans and organizes President's meetings and special events, including making travel arrangements.
- Coordinates executive communications, including taking calls, responding to emails and interfacing with clients and other external parties.

- Reads and manages incoming correspondence and submissions, prioritizing and handling them as needed.
- Finalizes proposals, presentations and other documents related to the business development process.
- Makes travel arrangements, both business and personal.
- Maintains an organized filing system of paper and electronic documents.
- Acts as a personal assistant to the President and his family, handling a variety of requirements as they come up.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The successful candidate will have a strong customer-service orientation, coupled with high standards for quality and timeliness. Initiative, adaptability and urgency are critical success factors in this role.

The successful candidate will be a strong communicator, demonstrating excellent grammar, spelling, etc. We are looking for someone who can not only write and speak, but has the ability to draft correspondence and create a presentation when provided with basic direction and/or a simple outline. The level of seasoning we are looking for likely comes with a minimum of 10 years of overall experience, as well as several years of experience in a similar role.

The successful candidate will display a high level of integrity and discretion, demonstrated by previous experience handling confidential and sensitive information and financials.

Additional qualifications/experience the successful candidate will possess include:

- Proven experience as an executive assistant or other relevant administrative support experience.
- Extensive experience and thorough working knowledge of MS Office applications (Word, Excel, Outlook, PowerPoint, Visio and Project).
- Experience with Adobe InDesign, Photoshop and Prezi.
- Strong interpersonal skills and the ability to build strong working relationships with a wide variety of stakeholders (peers, manager, board members, customers, etc.).
- Strong organization skills demonstrated by an ability to plan, prioritize, and juggle multiple requests in a fast-paced, deadline-driven environment; ability to complete project work while at the same time addressing urgent requests.
- General business/financial acumen.

LEADERSHIP CHARACTERISTICS

Understanding the Business

- Knows the business and the mission-critical technical and functional skills needed to do the job; understands the “KFI way” – our Mission, Vision and processes. Learns new methods and technologies easily.

Getting Organized

- Is well organized and resourceful; effective and efficient at marshalling multiple resources to get things done; lays out tasks in sufficient detail to mark the trail; is able to get things done with less and in less time; can work on multiple tasks at once without losing track; foresees and plans around obstacles.

Focusing on Action and Outcomes

- Attacks everything with drive and energy with an eye on the bottom line; not afraid to initiate action before all the facts are known; drives to finish everything he/she starts.

Focusing on the Customer

- Identifies and anticipates customer requirements, expectations, and needs. Creates systems and processes that make it easy for customers to do business with the company. Ensures that customer issues are resolved.

Communicating Effectively

- Writes and presents effectively; adjusts to fit the audience and the message; strongly gets a message across.

Builds Relationships

- Treats people with respect; relates well to people regardless of their organization level, personality, or background. Encourages others to express their views, even those contrary to current thinking.

Displays Business Acumen

- Exhibits the capability of quickly grasping business situations, and dealing with them in a manner that acknowledges the risks and capitalizes on the opportunities. Is able to think about the longer-term implications of a decision while at the same time managing the execution of short-term deliverables.

EDUCATION

Bachelors' degree in Business, Communications or a related discipline, plus a minimum of 10 years working experience.

COMPENSATION

Recognizing the importance of this position to KFI, a competitive hourly wage and benefits package will be offered. Note that this position is non-exempt, and eligible for overtime pay.

KFI ENGINEERS CONTACT

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