



## Job Posting Executive Assistant

**Department:** Executive

**Job Title:** Executive Assistant

**Reports to:** President & CEO

**FLSA Status:** Non-Exempt

**Location:** Charleroi, PA

### COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

### OVERVIEW

The Executive Assistant will provide organizational, analytical and administrative support in a timely, accurate and discreet manner to the Executive and Managerial levels of DMI Companies while handling multiple projects simultaneously.

### ESSENTIAL FUNCTIONS

- Manage and maintain Executive schedules and appointments
- Provide organizational assistance to Executive and Management team
- Coordinate travel arrangements (flights, hotels, ground transportation) for Company travel for Executive and Management team
- Prepare and edit correspondence, communication and other documents for distribution to both internal and external audiences
- Arrange and coordinate meetings and events
- Monitor, screen, respond to and distribute incoming communications
- Record, transcribe and distribute meeting minutes
- Conduct research, collect and analyze data to prepare reports and presentations
- Review operating practices and implement improvements where necessary
- Prepare and develop a records management system; maintain and recommend changes to records system when appropriate
- Lead efforts for Company sponsored charitable efforts

### EXPERIENCE & COMPETENCIES

- Ability to be an independent worker with a team player attitude

- Capable of setting priorities, managing their time and independently managing multiple concurrent tasks, detailed oriented and able to meet rigid deadlines
- Must present at high degree of professionalism and proactivity in both written and verbal communication, as this role is an extension of the functions and the Executives
- Resourceful and capable of conducting research, strong troubleshooter and problem solver
- Ability to maintain strict confidentiality
- Positive “can-do” attitude
- Excellent proofreading skills for spelling and grammar as well as clarity, layout and accuracy of documents

## **SKILLS & EDUCATION**

- Bachelor’s degree in Business Administration or related field preferred
- 2 – 4 years of related experience at the Executive level
- Advanced skills in Microsoft Office suite

**How to Apply:** email resume and salary requirements to [careers@dmicompanies.com](mailto:careers@dmicompanies.com)