

TG Kentucky, LLC Job Description

Job Title:	Executive Assistant
Status:	Exempt
Department:	Executive
Reports To:	Sr. GM Administration



SUMMARY

The Executive Assistant is responsible for the administrative support of day-to-day Executive operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Schedules appointments and coordinates meeting, conference and travel arrangements Schedules/ makes arrangements for formal meals and refreshments.
2. Organizes and expedites flow of work through President's office.
3. Follows up with subordinates as President's request.
4. Establishes and maintains highly confidential files and records.
5. Composes and types letters and correspondence; Japanese and English.
6. Provides personal assistant to Japanese staff such as translating during meetings, conference calls, plant tours etc., and preparing report which includes gathering and summarizing data
7. Maintain awareness and understand the roles and responsibilities regarding the environmental policies, management system, and objectives and targets by attending the required training. Perform all tasks in accordance with the EMS procedures and practices and minimize the impact of their activities on the environment.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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

- Proficient in translation and communication of Japanese and English language.
- Strong oral and written communication skills, interpersonal skills and enthusiasm to work as part of a collaborative team in a professional business office
- Ability to multitask and prioritize multiple projects under strict deadlines
- Highly motivated self-starter with some business experience required
- Highly organized and efficient.
- Excellent Attendance

EDUCATION and/or EXPERIENCE

Requires minimum Associates Degree

COMMUNICATION SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Clear, concise written and verbal skills and problem solving skills required. Ability to write routine reports and correspondence. Ability to speak effectively before groups of team members.

TECHNICAL SKILLS

Computer proficiency with MS Office products, particularly Excel

MATHEMATICAL SKILLS

Basic math skills including addition, subtraction, multiplication and division is necessary. The ability to express numbers as a decimal, convert numbers into percentages and from percentages to whole numbers, ability to express numbers as a fraction and perform basic math operations using positive and negative numbers and as ratios or averages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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 regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to handle or feel; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an office setting. The noise level in the work environment is usually moderate.

POSITION TYPE/EXPECTED WORK HOURS

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work may be required as job duties demand.

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.

Equal Employment Opportunity Policy

TG Kentucky, LLC (TGKY) is proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by law.

Signatures

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____