

**Crown Exteriors Inc.**  
434 Hale Ave. N, Suite 160  
Oakdale, MN 55128  
651-236-9227  
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## **Administrative Assistant**

Crown Exteriors Inc. is seeking a full-time Administrative Assistant. We believe that culture is the foundation of our success. We are more than just an exterior restoration company—we are a team driven by personal growth, professional development, and a deep passion for helping each other achieve success. If you are looking for a career where you can thrive in a supportive and energetic environment, this opportunity is for you!

### **Job Description:**

The Crown Exteriors Administrative Assistant will act as a representative for the company in a fashion that is in line with our culture at all times. He/she will strive to meet expectations and ensure all duties are completed accurately and delivered with high quality and in a timely manner. Administrative assistant duties and responsibilities include providing exceptional customer service assistance and administrative support to ensure efficient operation of the office..

### **Role & Responsibilities:**

- Answer and direct phone calls in a polite and friendly manner, take detailed messages
- Welcome and assist visitors to the office and create a welcoming environment
- Provide information and reply to email, telephone, or in person inquiries
- Send surveys, manage and monitor the review and survey process as a whole
- Call customers to ask for reviews and verify results
- Assist the events coordinator with planning, inquiring, invite creation and attendance
- Assist recruiting with candidate screening
- Assist sales with mailing samples and reports, scheduling inspections and making follow up calls to mortgage and insurance companies.
- Receive leads from corporate marketing and enter customer into database
- Maintain office supplies inventory; anticipate needed supplies; order supplies; verify receipt of supplies
- Receive, sort, and distribute incoming mail
- Operate standard office equipment

### **Qualifications:**

- Demonstrate professional written and verbal communication skills

- Reflect positive energy, attitude, and approach to assignments
- Ability to excel in a high pace, multi project environment and coordinate at a high level
- Ability to operate independently as a self-starter
- Demonstrate strong problem-solving, organizational skills and ability to handle multiple projects simultaneously
- Demonstrate resourcefulness, discretion and ability to anticipate needs
- Capable of excellent time management skills and ability to multitask and prioritize work without guidance
- Maintain accuracy and attention to detail
- Ability to type 35 wpm minimum
- Proficient in all Microsoft Office applications (required)
- Experience with Lucid (recommended)

#### **Compensation/Benefits:**

- Starting salary \$45k – commensurate with experience
- Benefits:
  - 401(k)
  - Health/dental/vision insurance
  - Long Term Disability (LTD) insurance
  - Responsible Time Off (RTO)
  - Subsidized health club membership at Lifetime Fitness

#### **Job Details:**

- Full-time
- Day Shift
- Monday to Friday

#### **Education/ Experience:**

- High school diploma or equivalent; college degree (preferred)
- Proven Administrative or assistant experience or related area (preferred)