

Corenic Construction Group, a leader in the Washington, DC construction industry, and named **2019 Small Business of the Year** by the DC Chamber of Commerce, is seeking talent for their corporate office.

- Are you looking for an opportunity to be part of a dynamic team?
- Do you enjoy being challenged?
- Are you looking for a work environment where you can see the immediate impact of your contributions?
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Corenic is seeking an **Executive Assistant** to support the Managing Director of a fast paced and growing general contractor for interior construction.

Our ideal candidate will be able a self-starter, who understands the demands of being the point of contact and direct administrative support to an executive, but also has the capability of managing day-to-day and adhoc duties and responsibilities.

This role is integral to the Managing Director's ability to move a variety of short-term, long-term and ongoing projects along in an effort to maintain continued company growth.

Essential Duties & Key Responsibilities:

- Manage schedules, calendars, and deliverables for the Managing Director
- Non-technical writing, including drafting letters and emails to clients, partners
- Screen phone calls and emails from clients
- Schedule meetings, book travel
- Assist with event planning and meetings with vendors, clients, etc.
- Manage event budget and planning for holiday parties, employee appreciation events, and community events
- Order office lunches and coordinate with Administrative Manager and Office Coordinator with a variety of office related activities
- Handle multiple tasks and perform any other related duties as required or assigned

The ideal candidate will have the following experience, skills and qualifications:

- Bachelor's Degree in Business Administration, Business Management or related field
- 5+ years' experience supporting a C-Suite executive
- Well-organized, skilled in setting priorities and meeting deadlines, and able to handle multiple tasks simultaneously
- Experience and/or familiarity with the construction industry highly preferred
- Excellent written and verbal communication skills
- Excellent time management skills with demonstrated ability to prioritize and handle multiple projects in fast-paced environments.
- Must be customer service focus and be a problem solver with the ability to work with ambiguous information.
- Demonstrated experience of success implementing solutions
- Ability to work well independently and as a team member

- Strong interpersonal and communication skills with the ability to collaborate with diverse individuals.
- Skilled in Microsoft Office software
- Capacity to handle multiple priorities and projects and provide consistent and routine updates
- Experience planning and leading initiatives

Send resumes to: Stefanie Lomas, slomax@corenic-cg.com and copy brunson@corenic-cg.com.