
EXECUTIVE ASSISTANT/MARKETING & EVENT COORDINATOR JOB DESCRIPTION

Comfort Systems of Virginia, Inc. (CSV) is the leading provider in commercial HVAC, plumbing, piping, sheet metal, and servicing. Since our incorporation in 2006, we have grown our company 12 times the size and have expanded through Virginia and North Carolina areas.

CSV is one of the fastest growing mechanical groups in this area. We are looking for an experienced full-time employee to assist in managing this growth through supports of our daily operations.

Summary: Individuals must possess positive attitude, the willingness to take initiative, strong work ethic, and a drive for excellence with a relentless pursuit of perfection and keen sense of values, ethics, morals, integrity, and character. Must be able to work well on a team. We are looking for conscientious self-motivated individuals who work well with others and has professional customer interaction skills.

General Information:

Job Type: Full-Time

FLSA Status: Non-Exempt

EOE, Drug Free Workplace

Normal Work Hours: 8:00 AM – 5:00 PM Monday thru Friday - (workdays and hours are subject to change to meet the needs of the company) Flexibility in hours required.

Education & Experience

- Bachelor's Degree or equivalent combination of education and experience required
- Prior experience as an executive level assistant required (minimum of 3 years)
- Experience in Marketing required
- Experience with administrative and clerical procedures
- Prior experience working for a construction company preferred, but not required

Employment Requirements

- Ability to pass drug screening(s)
- Ability to pass background check
- Ability to prove U.S. employment eligibility and provide required documentation for same
- Willing to travel as required
- Ability to work extended hours when necessary, nights and weekends when necessary
- Must be prompt
- Must have reliable transportation and a good driving record
- Must have neat and professional appearance
- Must have professional attitude
- Must have strong work ethic

Primary Role

The Executive Assistant/Marketing & Event Coordinator's duties and responsibilities are to ensure that the President and Executive Team's needs are met in a timely and confidential manner. The Executive Assistant will be responsible for performing several administrative duties. The ideal candidate is highly self-motivated, professional, and capable



of managing their workload and prioritizing tasks in a fast-paced corporate environment. This position will report directly to the President.

Essential Duties and Responsibilities include but are not limited to the following:

- Maintain President's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel
- Coordinate all travel arrangements, preparing itineraries and planning logistics
- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients
- Prepare internal and external corporate documents for team members and industry partners
- Arrange all corporate events (internal and external) in their entirety (finding venues, budgeting, finding vendors, creating schedules, etc.)
- Maintain an extremely organized filing system of paper and electronic documents for President
- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among staff and clientele
- Maintain an active role in the community
- Attend and organize meetings on behalf of the President
- Participate and sit on multiple Boards, Committees, and networking groups
- Organize and create all corporate award applications
- Purchase and take inventory on all marketing promotional items
- Attend, register and prepare for tradeshow and conferences
- Create relations with vendors, customers, and external partners on behalf of the President and company
- Manage information flow in a timely and accurate manner
- Oversee all office ordering (supplies, etc.)
- Manage all office security and telecommunications/act as liaison with IT contact
- Format information for internal and external communication – memos, press releases emails, presentations, reports, etc.
- Take minutes and update meeting agendas for company meetings
- Maintain all company job and event photos/videos for records
- Keep up with all corporate licensures and designations (renewals and new applications)
- Maintain corporate affiliations
- Create and manage all marketing literature and social media pages
- Manage the corporate website and update with job postings, responding to correspondence, and job photos
- Attend networking events during and after business hours
- Manage complex office administrative work requiring the use of independent judgment and initiative
- Assist in the creation of proposals for bids
- Employ marketing analytics techniques to gather important data
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Maintain brand consistency across the board
- Other duties as assigned by the President

Requirements

The candidate must demonstrate the following skills/ meet the following requirements:

- Works well by themselves or as a team
- Consistent, professional dress and manner
- Excellent written and verbal communication skills



- Excellent organizational skills
- Competency in Microsoft applications including Word, PowerPoint, Excel, and Outlook
- Excellent understanding of marketing programs like InDesign and Adobe
- Excellent time management skills
- Hands on experience with office equipment (e.g. fax machines and printers)
- Ability to be resourceful and proactive when issues arise
- Able to contribute positively as part of a team, helping with various tasks as required
- Ability to multi-task in a fast-paced environment
- Proficiency in collaboration and delegation of duties
- Exceptional interpersonal skills and ability to build relationships in any circumstance
- Very strong attention to detail

Physical Requirements

- Ability to lift a minimum of 25 lbs.
- Ability to sit or stand for long periods of time

Comfort Systems offers a highly competitive employment package. In addition to a competitive wage, we offer health and dental insurance, 401(k), paid time off, holiday pay, training, apprenticeship programs, and advancement opportunities. A drug screening and background check will be performed. Comfort Systems of Virginia, Inc. is an equal opportunity employer. If you would like to find out more about our company and our team, please visit our website at www.comfortsystemsva.com.

