

70 Years of Building Value Into Building Products.

ODL builds products that build value into your home. Designs for every taste, architectural style, and home décor. Products that bring the outdoors--natural light, fresh air—indoors. Ideas that change the game. Styles from classic to craftsman, old world to contemporary. Solutions for privacy or connection, small spaces, entryways or back porches. Decorative doorglass, transoms, sidelights, retractable screen doors, blinds between glass, severe weather doorglass, and much more.

For our Gallatin, TN facility we are looking for an Executive Assistant.

The ideal candidate for this position must be an exceptional administrative professional with strong organizational skills and equally strong multi-tasking ability. Excellent communication skills both written and oral are required. High computer proficiency in Microsoft Office Suite, SKYPE, and Webinars.

This position provides high-level administrative support to Senior VP, VP of Sales & Marketing, and sales department Managers. Responsibilities include typing, filing, scheduling, & time management; coordination of meetings, conferences, events, travel, & direct mailing; consolidation of information/minutes from meetings, manage departmental supplies, & work on special projects. Responsible for answering non-routine correspondence and assembling highly confidential and sensitive information. Engage with a diverse group of important external callers and visitors, as well as, internal contacts at all levels of the organization. Use of independent judgement is required to plan, prioritize, and organize diversified workload.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates manager's schedule and makes appointments through Outlook and the use of web conferencing software.
- Arranges and coordinates all travel schedules and reservations for VP Sales & Marketing, Senior Vice President, and sales department Managers.
- Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and publishes meeting minutes.
- Creates presentation materials and other internal and external customer correspondence as required.
- Reads and routes incoming mail for department. Handles correspondence to be answered by supervisor.
- Handles correspondence using Microsoft Word and Outlook.
- Organizes and maintains file system, both paper and digital, and files correspondence and other records.
- Provides additional back-up for main phone system if receptionist is unavailable.
- Complete monthly expense reports for Sales Managers / Leaders.
- Answer and greet visitors at front office door.
- Coordinates company events (Holiday parties, Corporate Bonus meetings, Summer Event / picnic, etc.)
- Manage office Fed-Ex / UPS shipments
- Manage / maintain general office supplies
- Other duties as assigned.

CANDIDATE REQUIREMENTS:

- Associate degree.
- Five years of administrative experience.
- Advanced knowledge of Microsoft Excel, Microsoft Word, Microsoft Outlook and Microsoft PowerPoint; SKYPE; Webinar.
- Ability to read and interpret documents such as business memos, handwritten drafts, and procedure manuals. Ability to write routine reports and correspondence.
- Excellent communication skills, both written and oral.
- Ability to deal with problems involving several concrete variables in standardized situations (multi-tasker).

Candidates for positions with ODL must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire.

ODL is an equal opportunity employer committed to a culturally diverse workforce. All qualified applicants will receive consideration for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, disability status or protected veteran status.

ODL offers a solid track record of growth and expansion in a highly competitive industry as well as a complete benefits package including health/prescription options, dental insurance, vision insurance, short term disability, LTD option, basic life insurance, additional life insurance amounts available including spouse and dependent child coverage through payroll deduction, flexible spending accounts and 401(k) with a company match.

Please apply via email to: human.resources@odl.com

For a complete listing of ODL Open Positions please visit <http://www.odl.com/careers.htm>