

Crown Exteriors Inc.
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Oakdale, MN 55128
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Administrative Assistant

Crown Exteriors Inc., a progressive and fast-growing company in the storm restoration industry, is seeking a full-time Administrative Assistant. We are a team committed to excellence and customer advocacy. With us, you'll find more than a job—you'll discover a mission to excel, powered by a culture that values hard work, mutual support, and the relentless pursuit of improvement. If you're prepared to take your career to the next level and play a key role in our journey, we invite you to consider being part of our team.

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 administrative support to ensure efficient operation of the office. As well as supporting managers and employees through a variety of tasks related to organization and communication.

Role & Responsibilities:

- Produce and distribute correspondence memos, letters, faxes, and forms
- Assist in the preparation of regularly scheduled reports
- Book travel arrangements
- Cover the reception desk when required
- Lead source verification, monitoring and reporting
- Manage inventory and shipment of company apparel and swag
- Download channel specific advertising data and upload the data to an Excel dashboard
- Monitor and respond to digital customer communications from social media, website chat, website customer portal and any other digital marketing platform that enables our customers to communicate with us digitally
- Send surveys, download survey results and upload to Excel dashboard
- Call customers to ask for Google reviews and verify results
- Manage and monitor the review and survey process as a whole

- Assist the events coordinator with planning, calling, invite creation and attendance
- Assist recruiting with candidate screening
- Assist HR with onboarding and offboarding tasks
- Add / remove drivers from the insurance policy and pull MVR records
- Manage all scheduling for Crown Exteriors' in-house building and facility internal operations.
- Ensure all of our Fleet are legally registered and compliant with local regulations.
- Coordinate regular maintenance checks and repairs to ensure fleet reliability and safety.
- Manage insurance policies and handle claims related to the fleet.
- Coordinate routine maintenance, emergency repairs, and renovations to maintain facility standards.
- Maintain up-to-date records of inspections, repairs, and compliance with regulations for audits and reviews.

Qualifications:

- Demonstrate professional written and verbal communication skills
- Reflect positive energy, attitude, and approach to assignments
- Ability to excel in high pace, multi project environment and coordinate at a high level
- Ability to operate independently in a fast-paced environment as a self-starter
- Demonstrate strong problem-solving, organizational skills and ability to handle multiple projects simultaneously
- Demonstrate resourcefulness and ability to anticipate needs
- Capable of excellent time management skills and ability to multitask and prioritize work
- Maintain accuracy and attention to detail
- Proficient in all microsoft office applications (required)
- Basic knowledge of Quickbooks for potential bookkeeping assignments (recommended)
- Experience with Lucid (recommended)

Compensation/Benefits:

- Salary 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)