

Corporate Administrator :: Synopsis

Fiorilli Construction, Inc. Cleveland, OH

Fiorilli Construction is a high growth General Contracting, Design Build, and Construction Management firm focusing on enhancing our relationships locally, within the Midwest and expanding nationwide. We are currently seeking dedicated, creative, high performing rock star in our industry who understand the teamwork and trust that is required in the commercial construction industry along with our hyper-growth culture.

We are exceptional in the construction field, have integrity in all we do, and believe in contributing to an amazing culture within our work environment. We believe in the philosophy of work hard, play hard. We all have various interests outside of the office; we are committed to family, and are passionate about our lifestyles. At the end of the day, building synergistic authentic relationships is our #1 priority. We do not believe that this is just a job, but a passion and we bring that to each and every project that we do.

We are looking for exceptional, seasoned commercial construction experts able to service clientele for a large variety of construction projects and take responsibility for all project productivity, communications, and controls while operating effectively and efficiently in a collaborative environment. Ideal candidates must be passionate about providing outstanding services to deliver a great product while demonstrating a strong sense of accountability.

Executive Summary

The Company's primary goal for your position is to utilize your skills as the "Director of First Impressions" in the administrative support of the Company's Vision, operations, and workflow for all variations of assignments, large and small.

Experience in EOS Worldwide is preferred, EOS facilitation experience is a plus.

Reports to: Vice President of Operations

Accountabilities:

1. Director of First Impressions
2. Executive Support
3. Corporate Calendar
4. General Administrative Support
5. Events/Travel

Core Competencies:

- i) Dedicated to Fiorilli Construction's (FCI) Core Focus (BSAR & DCE), Core Values, SMART Guarantee, & 10² Company Vision shared:

CORE VALUES:

1. **BSAR™ (Building Synergistic Authentic Relationships)**
2. **OWN IT**
3. **Always a Pro**

4. Integrity in All We Do**5. Cutting Edge Cool****CORE FOCUS:****1. BSAR – Building Synergistic Authentic Relationships****2. DCE – Deliver Construction Excellence**

- ii) Maintain Company, team, individual priorities to ensure overall Company profitability, full support to Company goals & success, full support to co-workers success, maintain the best interests of the Company as ‘priority one’ in all activities. Act as good ambassador/liaison on the behalf of the Company with owners & vendors to develop quality relationships and interest in FCI.
- iii) Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions. Competitive, strong sense of urgency & problem-solving ability. Timely delivery / hitting deadlines / nailing it under pressure
- iv) Great communication, coordination and multitasking skills. Strong electronic, written, verbal skills with ability to convey complex information in a way that others can readily follow.
- v) CONFIDENTIALITY. Client, co-worker, and vendor "transfer of trust" abilities
- vi) Tech savvy, solid knowledge of software and programs inherent to the Company.
- vii) Excellent negotiating and persuasive skills, both in one-on one and group situations.
- viii) Ability to meet the physical and mental demands to perform the duties required for this position.
- ix) Lead by example in the following:
 - (1) Passionately dedicated to the success of the Company and its employees
 - (2) Promote conducting ourselves via our CORE VALUES in all we do
 - (3) Instill employees and co-workers as our extended family
 - (4) Instill Customers and Vendors are our partners

Key Responsibilities:

- 1) Director of First Impressions
 - a) Greeting / Welcome guests/clients - Every client receives a tour of the building, so they gain a better understanding of what we do/offer
 - b) ‘Manage the front door’ / in-out / and office space (including vendors, staff needs, kitchen duty & aesthetics)
 - c) Handling special request and related duties as needed
 - d) Use your talents with the FCI Staff & Clientele and help where ‘help is needed’
- 2) Executive Support
 - a) President’s Gatekeeper. Keep him focused on Leading the organization, and both personal and professional excellence.
 - b) Support Directors as instructed by JT
 - c) General Administrative functions
 - d) Implement FCI policies and procedures
- 3) Corporate Calendar
 - a) Company Organizational Culture - Coordination of all departmental meetings
 - i) Company Advance
 - ii) Exec Clarity Days
 - iii) all LVL 10s
 - iv) Department Clarity Breaks
 - v) 5-5-5 quarterly huddles for all employees
 - vi) Company Events, lunches, etc
 - b) Maintain employee (EE) info & events on the calendar the day they start

- i) EE Anniversary
 - ii) EE Birthdays
 - iii) EE 30-60-90 Orientation touch points for new employees
 - iv) Any PTO requests
- 4) General Administrative Support
- a) Mail: stamp and distribute daily mail. Send outgoing mail.
 - b) Schedule courier pick ups; DHL/UPS/FED EX: Prepare and schedule outgoing packages
 - c) Owner of all Kitchen duties
 - d) Cleanup – always help clean up whenever / wherever
 - e) Coffee – always make a fresh pot first thing in morning and up until 3:30 pm
 - f) Organizing lunches & events
 - g) Clean each area before and after use.
 - h) Put furniture/Equipment back in its original place.
 - i) Conference room chairs need to be kept at 90 degree angles with the center of the table.
 - j) Place keyboard under TVPCs. Put the computer mouse next to TVPC.
 - k) Straighten magazines/periodicals.
 - l) Turn on relevant music, TV, and slideshows for all daily routine and special events. A slide show should be on every TVPC every day.
- 5) Events/Travel – gatekeeper, coordination, and facilitator of all Company Travel needs.

First Year Outcomes together:

If selected, we are hopeful that our initial expected outcome in our first year together will be:

1. 90% attendance at 2 major Company events
2. 6 VIP client "keeping the customer happy" compliments
3. 6 VIP vendor/consultant "BSAR" relationship compliments

Fiorilli Construction offers cutting edge competitive compensation as well as a progressive benefits package.