



Davis Bews Design Group, Inc.
150 State Street East
Oldsmar, FL 34677
(813) 925-1300

Since 1994, Davis Bews Design Group has earned an honored reputation in the residential design and drafting industry, with an emphasis on our customer satisfaction and drawing excellence. Our passion is to be a heroic company with great people; to form partnerships and strive for our bigger future together.

We are personally committed to establishing a genuine partnership with our clients through exciting design, exceptional drawings, and service that exceeds expectations and contributes to their success.

Executive Assistant

Note: All positions at Davis Bews Design Group begin as contractor positions

Overview of Position:

This position will begin as part time (5-10 hours/week to start) but has the potential to grow to full time. The person in this position will provide executive-level assistance to two Partners/VPs and includes calendar management, data entry and/or reporting, other clerical and administrative tasks, and generally supportive tasks to be a hero to the leaders and to the company overall.

Detailed Job Responsibilities:

1. Calendar management and general organization of tasks, ideas, and tools;
2. Data entry and/or reporting, phone calls and messages, filing, and other general clerical and administrative tasks;
3. Improving, streamlining, and documenting processes and keeping the executives focused on their quarterly and annual goals;
4. Preparation for and facilitation of both recurring and one-time meetings; and,
5. Observing and understanding where, how, and when to step in/take a task away from your supervisor and then taking the initiative to do the thing.

Education / Qualifications:

1. Minimum of 2 years of experience in an administrative setting, preferably at the executive level
2. Knowledge of and experience in the residential building industry is preferred.
3. Must be able to work in person in our Oldsmar, FL office up to 40 hours per week
4. Intermediate MS Excel and Outlook skills (manage multiple calendars at once, understanding pivot tables and basic formulas; and,
5. Budgeting, financial, and/or sales background/experience are a plus

We *LOVE* Drawing Houses.