

LEGACY

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Functional Role Operations Administrator

Job Title: Operations Administrator
Reports To: Resource Manager and Ownership
Supervises: None
FLSA Status: Exempt
Department: Legacy DCS
Prepared by/Date: HR / March 2021

We are a *customer*-centric organization that builds value through proven success in *leadership, integrity, and adaptability*. Our *passion* is in selecting remarkable locations, using market driven research backed by innovative design and full-service offerings to create world class communities. Through unparalleled *perseverance*, our team takes *pride* in creating award winning residential experiences that improve the quality of life for our customers. At Legacy DCS, we respect our customers and the place they call home.

Summary and required skills:

We are looking for a long-term player who wants to learn and grow with our company. The effective results achieved by the team are paramount to the long-term success of the Legacy Companies. A forward thinker, who keeps track of tasks in an organized manner, meets deadlines, and communicates effectively with management/owners. A go-getter that is not afraid to ask for training, help and/or whatever is needed to work effectively and to bring new ideas to management. This position is expected to do a wide array of tasks and should be innovative in their approach to supporting the office staff in general.

Qualifications:

- **Education:** A 2-year college degree and/or technical training in a relevant trade is preferred but not mandatory.
- **Experience:** Two to five years of previous work experience in an office setting, secretarial, or managerial position. Microsoft Office skills required. Marketing focus is necessary.
- **Attendance:** This position is exempt from overtime. It is scheduled for a typical 40-hour workweek, however, demands can be great at times.

Major Responsibilities and Activities include the following. Other duties may be assigned.

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Maintain high standards in all areas regarding the office including its employees and appearance

- Maintain compliance with state and local health regulations (i.e. employee temps, log book, cleaning, etc.)
- Manage all recurring general office purchases (i.e. paper, office supplies, water) as needed and develop an easy to maintain program to assist in staying organized
 - Manage costs and stay on budget by requesting quarterly meetings to review previous billings and projected costs
 - Maintain a system in which supply orders are reviewed and approved as needed
- Maintain all office equipment and vendors necessary for the maintenance of the interior and exterior of the office
- Help to better office morale and employee wellbeing with assistance in the coordination of events, company calendar, and internal communications
- Plan and execute companywide events and gatherings

Marketing Tasks

- Order new employee business cards, set up email signatures, assist with company shirt orders and upkeep of this information (coordinate with Supervisors on payments)
- Organization and updating of the marketing folder on a regular basis
- Photography of job sites - coordinate a photographer, onsite employees (clean/preparedness) and Marketing
- Customer and employee communication (holiday cards, company emails-preapproved)
- Ensure we are qualified and up-to-date on any office/county/state awards and make sure they are on the company website
- Act as liaison to outsourced Marketing firm
 - Issue Press Releases
 - Coordinate social media updates
 - Coordinate website updates
 - Take direction from ownership an other marketing needs

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LEGACY CORE VALUES

Innovative

Embrace change, solve problems, self-improvement

Do the Right Thing

Honest, integrity, and pride - no corner cutting even when hard

Team Approach

Positive, Respectful, encouraging team player

Customer Focus

Internally with team and externally

Perseverance

Never give up, find solutions for problems

100% complete

Passion

Use your passion as a fuel for your purpose, and encourage others

Check all boxes confirming read and received.

- I have read and understand my job duties and responsibilities.
- I have read and commit to following Legacy's Core Values.
- I have received and understand the Accountability Chart for the Company and my department.

Signature - Employee

Date

Signature – Manager

Date