

Position: Receptionist/Administrative Assistant

Summary:

Paragon Sports Constructors, one of the leading contractors of sports facilities, sports fields and running tracks in the south-central United States is seeking a Receptionist / Administrative Assistant for their office in Fort Worth Texas. This role will cover a wide variety of tasks supporting the President and Director of Marketing while managing general office tasks and periodically supporting the VP of Operations and Project Managers. This position will report to the President. 40 hour work week and competitive benefits including medical, dental, vision, 401K and paid time off.

Responsibilities:

- **General Office Support**
 - Answer main office phone and direct calls accordingly
 - Organize and track incoming deliveries, assist in preparing outgoing packages
 - Manage office equipment, supplies and coordinate repairs with proper vendors
- **Supporting the President**
 - Coordinate and maintain President's calendar, assist with travel plans, and expense tracking
 - Prepare routine correspondence documents, copies and other items as needed
 - Assist with preparation of presentations as needed
- **Sales & Marketing Support**
 - Assist in the coordination & scheduling of company and employee appreciation events as needed
 - Coordinate travel arrangements as needed for company events / conferences
 - Assist in the tracking & logistics of company incentives such as sporting event tickets and other assets
 - Help manage inventory of company collateral and promotional swag
 - Assist in preparing sales presentations and other items from company templates
 - Compile sales collateral as needed for tradeshow or other events
 - Additional support as needed for marketing function including mailers, data entry, reports, and logistics
- **Support Operations Staff (VP & PM's)**
 - Help prepare routine correspondence items such as purchase orders, submittals and change orders when necessary
 - Coordinate travel plans as necessary

Job Requirements / Qualifications

- Two or four year degree preferred, but not required
- Three+ years prior experience as an administrative assistant, additional experience or adequate internships a plus

- Detail oriented with an understanding of deadlines, must be able to work with strict timelines and able to handle a fast-paced environment with a sense of urgency
- Strong organizational skills, should be able to create and maintain organizational systems for managing multiple tasks simultaneously
- Strong communication skills and proactive thinking, should be able to anticipate needs beyond initial request, ask follow-up questions and maintain ongoing projects with few reminders
- Adaptable to varying speeds of work and able to maintain a positive attitude
- Lifting and moving objects up to 30 lbs
- Excellent computer skills with proficiency in Microsoft Office, specifically PowerPoint and Excel.