



# Job Description

Position Title	Executive Assistant
Relationships	
Reports To	Chief Regulatory Officer
Other internal contacts	COO Admin Staff Human Resources Department
Work Environment	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
Summary of Responsibilities	<ul style="list-style-type: none"> <li>i Ensure the smooth running of the office and help improve company procedures and day-to-day operations.</li> <li>i Partner with HR to update and maintain office policies, as necessary.</li> <li>i Coordinate with IT department on office equipment.</li> <li>i Keeps management informed by reviewing and analyzing special reports, summarizing information, identifying trends.</li> <li>i Responsible for providing comprehensive support to the executive team and offer solutions to problems with a high level of professionalism and confidentiality.</li> </ul>
Essential Duties:  NOTE: Rio Valley Biofuels unilaterally may change the requirements of this job description at any time. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These include, but are not limited to, the following:	<ul style="list-style-type: none"> <li>i Responsible for highly confidential data involving employees and internal organization.</li> <li>i Act as a point of contact between the executive team and internal and external colleagues.</li> <li>i Maintains various records and compiles pertinent information for manager's use.</li> <li>i Performs administrative/clerical duties for the purpose of assisting the Chief Regulatory Officer and COO in the performance of their work and the efficient operation of the company (copies, scan, file, upload, etc.).</li> <li>i Provides legal support with document and contract notarization; maintains highly confidential information regarding litigation cases; develops cases by researching and gathering of facts for discovery requests; prepares responses to opposing counsel; participates in meetings with outside attorneys/paralegals on all active cases; tracking of all legal costs.</li> <li>i Maintains worker compensation, property, and auto insurance policies; ensures national and state compliance with EDD, DOL, etc.</li> <li>i Processes/tracks New Mexico and Texas property taxes, including exemption submissions, i.e. TCEQ.</li> <li>i Assist with regulatory compliance issues and tracking with NBB, OSHA, LCFS, EPA, IRS, etc.</li> <li>i Drafts legal documents and contracts.</li> <li>i Assist with final review of credit applications.</li> <li>i Provides administrative support to both the Owner and Chief Regulatory Officer by scheduling all internal/external appointments via GoToMeeting/Outlook calendar; supporting with office organization; facilitate office staff computer maintenance and IT support.</li> <li>i Responds to inquiries for the purpose of providing information and/or direction.</li> <li>i Assists other office personnel as required in supporting them in the completion of their work activities.</li> <li>i Regular and punctual attendance required to meet essential functions of job</li> </ul>



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	<ul style="list-style-type: none"> <li>responsibilities.</li> <li>i Assist with review and resolution of accounting issues as necessary.</li> <li>i Assist with data collection and analysis.</li> </ul>
Other Duties:	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for his job. Duties, responsibilities, and activities may change at any time with or without notice.
Required Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions	<ul style="list-style-type: none"> <li>i Bachelor's Degree or equivalent.</li> <li>i 2-3 years proven experience as Administrative Assistant, Legal or Paralegal.</li> <li>i Proficiency in Microsoft Office, Word, Excel, and Outlook.</li> <li>i Keyboard proficiency.</li> <li>i Highly organized, analytical thinker, self-motivated and initiated.</li> <li>i Ability to take responsibility for decisions and actions.</li> <li>i Ability to read, write, and communicate in English.</li> <li>i Ability to handle multiple tasks to prioritize needs and expedite tasks upon request.</li> <li>i Must have good communication and interpersonal skills. Must have excellent customer service skills.</li> <li>i Ability to remain flexible in a dynamic, growing work environment.</li> </ul>
Physical requirements	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.</p> <ul style="list-style-type: none"> <li>i While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.</li> <li>i Prolonged periods of sitting at a desk and working on a computer.</li> <li>i The employee must regularly lift and/or move up to 15 pounds at a time.</li> <li>i Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.</li> </ul>

Acknowledgement: I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Rio Valley Biofuels, LLC has the right to change this job description at any time. I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment– even if I satisfactorily meet all performance measures. Further, I understand the Executive Assistant position is classified as an Exempt (salary) position. (Please Print and Sign Name.)

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Equal Opportunity Employer