

Executive Housekeeper Job Description

- Maintaining order in the director's office
- Coordinating office activities with the administrative support staff
- Ordering office supplies and materials and ensuring that they are delivered promptly and properly
- Making certain that all invoices are paid on time
- Maintaining inventory of supplies, carefully tracking over-age supplier purchases
- Providing a report to the chief accounting officer outlining any possible reductions in operating expenses
- Maintaining accurate financial records and reports to help ensure the proper recording of monies coming in and out of the company
- Ensuring that all financial accounting and inventory records are created in accordance with policies and procedures established by the company
- Keeping the chief financial officer, chief accountant, and other relevant personnel abreast of inventory turns, supply costs, budget allocations, and price changes
- Checking all employees' vehicle registrations to ensure they comply with company policy regarding mileage reimbursements
- Maintaining files on any special requirements (i.e., medical issues) that may be requested by company personnel with respect to benefits packages or retirement plans (i.e. life insurance coverage.)
- Ordering all office supplies and materials and ensuring that they are delivered promptly and properly
- Maintaining archival records for all of the company's assets, including various documents ranging from business plans to strategic business plans, along with employee handbooks and insurance policies.