



## YAG Corporate Offices - Administrative Assistant

Duties –Administrative support for YAG Executive Staff

- Travel
- Eagles Trip
- Events
- SPIFF trips
- Reports
- YAG Reporting
  - Auto Count - Monthly
  - Anniversaries and Birthdays - Monthly
  - Carfax Recall Lists - Weekly
  - Sales Eagles Reports – Top Sales Monthly, Quarterly Eagles, Trip Tracker & GPPU - Monthly
  - Tech Eagle Reports - Monthly
  - Employee Contact Info.- Monthly
- Board meetings
  - Generate notices, agendas and assignments
  - Coordinate venues, catering, gifts
- Eagles Luncheons
  - Generate notices
  - Schedule venues, catering, order gifts, etc.
  - Tracks Eagle status for Monthly, Quarterly, and Yearly Eagles for the company.
  - Helps facilitate yearly Eagles Trip.
- Corporate Events
  - Organize and facilitate company party in August at RMR
  - Organize and facilitate company Gala in December
  - Organize and facilitate strategic planning retreat in December in tandem with the Gala
  - Employee appreciation events – WSU, RMR, etc.
- Corporate Season Tickets and Events
  - Publicize events, market to stores, track tickets
  - WSU Basketball, football, and RMR
  - Maintain Corporate Suite - Scheduling and catering, etc.
- Website Audits
- Better Business Bureau
  - Ensure all complaints are responded to and closed satisfactorily to ensure our rating and image is maintained.
- Corporate Gifts and Clothing
  - Purchase coins, pins, books, executive shirts, on Kelly or Spence's request.
- Kelly's Anniversary Cards for employees each month
- Spence's Birthday Cards for employees each month
- Quarterly Financial Binders
- DOR reports for Jay Frye
- Keep board room stocked with beverages, treats and etc.
- 123 Gas Cards Events
  - Facilitating the sales paperwork and purchasing and tracking gas cards for customers.