

MinnesotaWorks.Net

Job ID: 6752582

Job Location: TMI Coatings Inc
3291 Terminal Drive
Eagan, MN 55121

How to Apply: Mail: TMI HR Dept
3291 Terminal Drive
Eagan, MN 55121

Email: rcoleman@tmicoatings.com

Is This Job Generated

Through Federal

Stimulus Funding: No

Job Title: Executive Administrative Assistant

Work Type: Work Days: Weekdays
Work Vary: No , Shift: Varies, Hours Per Week: 40, Work Type: Regular

Salary Offered: Unspecified

Benefits: 401(k) or other retirement

Benefits: Health Insurance

Benefits: Holidays

Benefits: Sick Leave or PTO

Benefits: Vacation or PTO

Physical Required: No

Drug Testing Required: Unspecified

Education Required: Associate's Degree

Special License/

Certification Required: Unspecified

Experience Required: Unspecified

Required Skills: Must have a 2 year degree, Fast, accurate word processing with excellent organization skills. This person must be proactive, resourceful, detail orientated and able to multitask. A high level of confidentiality is required.

Preferred Skills: Previous experience supporting executive level management.

Driver's License: Class D Required

Endorsement(s): Unspecified

Job Description:

TMI is hiring for an Executive Administrative Assistant to support the President. Fast, accurate word processing with excellent organization skills. This person must be proactive, resourceful, detail orientated and able to multitask. A high level of confidentiality is required. This is a busy job with many facets including scheduling appointments, running personal errands, developing social media, etc. TMI Coatings is one of the Midwest's largest industrial Painting and Restoration Contractors. TMI's work includes sandblasting and painting industrial structures primarily in the Central U.S. Building exterior restoration and painting work for Fortune 500 companies, schools, manufacturing plants and utilities; flooring work for plants such as 3M, ConAgra and Cargill. TMI operates out of a newly renovated office in Eagan with an attached shop plus 4.5 acres of outside storage. One-third of our business is municipal sandblasting, rigging, and painting water towers, dams and bridges; one-third of our business is flooring, and the remainder is building restoration and painting. www.tmicoatings.com.

Refer to ID 01142011 when applying