

Exec. Assistant Position

We are looking for a new Young and Driven Executive Assistant to support our executive team! You will manage mostly business related tasks for the team such as creating reports, intelligently routing calls, organizing travel, and other organizational tasks. To do this role properly you should have a detailed understanding of document/spreadsheet management, be extremely fast at solving problems and have experiences as an executive or administrative assistant in the past (between 1-5 year's experience).

Responsibilities (including but not limited to):

- Preparing reports
- Basic bookkeeping
- Retrieving of corporate documents
- Researching and conducting data
- Help organizing and preparing for meetings
- Recording meeting details
- Answering phones and routing the calls to the correct person or taking messages.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software and database tools, document and spreadsheets.
- Making travel arrangements for executives.
- Provide general administrative support.
- Coordinating Parties and Events including Catering.
- Sending Gifts to Clients and Staff

Position Requirements:

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of document and spreadsheet management along with various database tools.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level of verbal and written communication skills.
- Office hours are M-F/9am-7pm

Please contact Jay to set up an interview at 561-451-7310