

Executive Assistant to the President

Job Type: Full-time

Essential Duties and Responsibilities:

This outline of duties and responsibilities is not inclusive, but meant to outline the duties and responsibilities of the position. The Executive Assistant may be asked to perform duties not outlined herein including personal tasks for the President. In addition, the responsibilities and duties of the Executive Assistant to the President may be changed at any time without notice. It is our expectation that you will accept these assignments as they are generated and perform them to the best of your ability.

Desired Attributes:

- Maintain a high level of discretion and confidentiality for both business and personal affairs of the President;
- Be comfortable operating in an entrepreneurial, fast paced, performance-oriented environment;
- Strong analytical and problem-solving skills;
- Act autonomously and make decisions with little input or feedback from the President;
- Manage high stress situations and strong personalities while maintaining poise and multitasking under pressure; sense of urgency about tasks or assignments
- Prioritize and manage multiple projects simultaneously; follow through on issues in a timely and efficient manner;
- Protect the President from nonproductive tasks and persons while effectively managing his schedule;
- Excellent interpersonal communication skills; exceptional verbal and written communication skills. Must be comfortable communicating with a wide variety of people internally and external to the company;
- A positive, upbeat personality, high energy, can do attitude
- This role at times requires off-hours responsiveness. Must be available, within reason, some after hours and weekends to manage travel, answer questions, etc.;
- Polished professional appearance and demeanor, well-developed business acumen.

Primary Job Duties

- Responsible for calendar management; requiring interaction with internal/external executives and assistants to coordinate a variety of executive meetings and conference calls;
- Pro-actively coordinate, assemble, and disseminate documents; presentations and other materials required for meetings and conference calls to all attendees;
- Screen incoming calls, email, and other correspondence responding independently when possible;
- Manage and maintain contacts and files;
- Interact with clients with utmost discretion;
- General administrative duties such as filing, opening mail, shipping packages, and general mail correspondence;

- Coordinate meetings and conference calls and communicate the appropriate details to all attendees;
- Prepare meeting rooms, establish conference calls, prepare technology for presentations and communication;
- Create and edit PowerPoint presentations, Excel spreadsheets, Word documents, etc.;
- Arrange extensive personal and professional travel both domestic and international including airfare, hotel, and rental car, limo, Uber etc;
- Run business and personal errands for the President;
- Arrange for catering needs;
- Prepare expense reports;
- Maintenance and order company supplies, i.e. paper, toner, coffee, water, etc.;
- Other duties typically associated with the role of the Executive Assistant.

Required Experience and Education

- Minimum 2 years prior Executive Assistant experience;
- High school diploma or equivalent
- Advanced proficiency with MS Office (Word, Outlook, Excel & PowerPoint) and very tech savvy (Office, Mobile and other technology-video conferencing, telephony).

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