

**Position:** Executive Assistant

**Reports to:** Managing Director

**Position Summary:**

Provide professional, accurate, and efficient support to our client-facing project teams. Duties can be complex and may involve access to confidential and/or sensitive information. This role requires attention to detail, solid organizational skills, and the ability to meet tight deadlines while juggling multiple critical requests.

The ideal candidate is confident, enthusiastic, resourceful, tech-savvy, forward-thinking, self-motivated, and a creative problem solver. With a relentless bias for action, this individual is a “force multiplier” and a key team member.

**General Responsibilities:**

- Ability to prioritize short-term tasks with mid/long-term projects while maintaining a commitment to deadlines.
- Participate in business meetings, decisions, and projects.
- Track and help drive completion of key deliverables and follow up on outstanding items.
- Manage various calendar, travel, and event schedules.
- Establish and maintain personal rapport with clients in all departments and at all levels of the organization.
- Maintain Company systems with the most up-to-date information.
- Adherence to all company policies and procedures.
- Other duties as assigned.

**Specific Responsibilities:**

In conjunction with the Managing Director:

- Document writing, editing, and readiness.
- Report generation, preparations, and meeting preparation.
- Client invoicing and expense reporting.
- Attend meetings and records minutes.

**Knowledge and Education:**

- 3-5 years of related experience; or equivalent combination of education and experience.

**Work Experience:**

- 2+ years of work experience assisting at the executive level in a fast-paced environment.

**Skills and Competencies:**

- Proficient with the Microsoft Office Suite, specifically Outlook, Word, Excel, SharePoint, and PowerPoint, QuickBooks, video conference software, and additional technologies.
- Excellent attention to detail & accuracy.
- Ability to work independently in a fast-paced and often ambiguous environment.
- Exceptional written, verbal, and interpersonal communication skills
- Excellent organizational skills and prioritize multiple projects simultaneously.
- Ability to hold everything together in a fast-paced and demanding environment.

**Work Environment:**

- Virtual and office environment.
- Duties include but are not limited to: stand, walk, twist, bend, lift, see, talk and hear.

**Additional information:**

- Must pass background check and drug test.
- Must have a valid driver's license in good standing.
- Ability to travel domestically (<5% of the time), including overnight as required.
- Hours of work requirement: 40+ hours typical, subject to work demands.
- Days of week work requirement: Monday thru Friday is typical, but some weekend work may be required.
- The above statements are intended to describe the general nature and level of work being performed for this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.