

# Job description

## EXECUTIVE ASSISTANT

### Job Description:

Do you enjoy multitasking and learning new things? Do others consider you proactive? Are both detail-oriented AND organized? Enjoy supporting others and care about a "job well done"? If so, we may have a position for you!

Our organization is looking for an Executive Assistant to be a supportive force to our Executive Team. The successful candidate will be responsible for managing calendars, scheduling meetings, preparing reports, and handling travel & a variety of other tasks as needed. The ideal candidate for this position will be a proactive problem solver with exceptional communication skills and meticulous attention to detail. A highly organized, individual with strong interpersonal skills, and able to manage multiple tasks simultaneously.

### Responsibilities:

- Manage and coordinate executive communications; including fielding calls, responding to emails, interfacing with clients, and personalized hand written correspondence
- Schedule meetings, appointments and manage travel itineraries
- Organize and maintain online files and records
- Prepare reports, presentations, emails, letters, and other documents as needed
- Provide general administrative support to the executive team
- Assist in planning and preparation of meetings and events
- Placing job ads and organizing and filtering resumes
- Office management; coordinating deliveries, dealing with vendors, building maintenance, office supplies, inventory management, etc.
- Various other project oversight and management
- Prepare for and coordinate various guest visits and team functions

### Skills & Qualifications:

- Advanced Excel Skills, Microsoft Office, & an aptitude for learning new software/systems
- Excellent written & verbal communicator
- Calendar management
- Travel logistics
- Strong time-management skills and the ability to organize & coordinate multiple concurrent projects

- Flexible team player, willing to adapt to changes & unafraid of challenges

**Requirements:**

- Bachelor's degree preferred, but not required
- 3-5 years of administrative experience, preferably supporting executives
- Experience booking travel
- Experience managing multiple calendars

Job Type: Full-time

Salary: \$49,000.00 - \$54,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Ability to commute/relocate:

- Brentwood, TN 37027: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Microsoft Excel & Powerpoint: 2 years (Preferred)

Work Location: In person