

# EXECUTIVE ASSISTANT

We are looking for a new Executive Assistant to support our executive team. You will manage mostly business-related tasks for the team such as creating reports, organizing travel and accommodation, taking minutes, and other organizational tasks. To do this role properly you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past.

## Responsibilities

- Preparing financial statements, reports, memos, invoices letters, and other documents.
- Answering phones and routing calls to the correct person or taking messages.
- Handling basic bookkeeping tasks.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives.
- Helping prepare for meetings.
- Accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with executives.
- Using various software, including word processing, spreadsheets, databases, and presentation software.
- Reading and analyzing incoming memos, submissions, and distributing them as needed.
- Making travel arrangements for executives and Design Team.
- Performing office duties that include ordering supplies and managing a records database.
- Experience as a virtual assistant.
- Opening, sorting and distributing incoming emails, and other correspondence.
- Provide general administrative support.

## Requirements

- Proven experience as an executive assistant or other relevant administrative support experience.
- In-depth understanding of entire MS Office suite.
- High school diploma.
- 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 verbal and written communications skills.

## Daily Tasks

An Executive Assistant should expect to play a support role in our office team, assisting with management processes across multiple projects. Major responsibilities will also include coordinating communications with clients about project milestones and progress, and arranging travel and accommodations for team members. Other responsibilities can include answering phones, meeting preparation and note taking, document preparation or filing, arranging travel and accommodation, general office duties.