

JOB OVERVIEW

We are seeking a highly organized and proactive Executive Assistant to join our dynamic team. In this vital role, you will provide comprehensive administrative support to senior executives, ensuring smooth daily operations and effective communication across the organization. Your energetic approach and meticulous attention to detail will help drive efficiency, manage complex schedules, and coordinate key projects. This position offers a unique opportunity to be at the heart of our executive team, supporting strategic initiatives and fostering a productive work environment.

DUTIES

- Manage and coordinate complex calendars using Microsoft Outlook Calendar and Google Workspace, scheduling meetings, appointments, and travel arrangements with precision.
- Prepare, proofread, and transcribe documents, reports, and correspondence to ensure clarity and professionalism.
- Handle incoming calls with excellent phone etiquette, screening inquiries and directing calls appropriately through multi-line phone systems.
- Organize and maintain filing systems—both digital and physical—ensuring easy retrieval of important documents.
- Assist with event planning for company meetings, conferences, and team-building activities, including logistics coordination and vendor communication.
- Support bookkeeping tasks using QuickBooks, including data entry, invoicing, expense tracking, and basic bookkeeping duties.
- Provide personal assistant support to executives by managing personal appointments, errands, and confidential information discreetly.
- Coordinate project activities across teams to ensure deadlines are met while maintaining high standards of organization.
- Utilize office management skills to oversee supply inventories, office equipment maintenance, and front desk responsibilities.
- Maintain professionalism in all interactions by demonstrating excellent customer service skills and office management practices.

Requirements

- Strong organizational skills with the ability to multitask efficiently in a fast-paced environment.
- Proficiency with tracking shipments and ordering company supplies

- Exceptional communication skills—both verbal and written—with professional phone etiquette.
- Demonstrated ability to handle confidential information discreetly and ethically.
- Strong project coordination skills with attention to detail in event planning and administrative tasks.
- Knowledge of office management procedures including filing systems, front desk operations, and multi-line phone systems.
- Ability to proofread documents thoroughly while maintaining high accuracy standards.
- Familiarity with digital signature platforms like DocuSign is a plus for managing approvals efficiently. Join us in this exciting role where your energy will propel our executive team forward! We value proactive professionals who thrive on organization, communication excellence, and supporting impactful projects every day.

Pay: From \$25.00 per hour

Work Location: In person