



## Executive Assistant Job Description

We are looking for a new Executive Assistant to support executive leadership. This role is perfect if you enjoy working with other young professionals in a tech-savvy environment and are eager to discover new ways automation can be implemented to improve operational processes. You will manage mostly operational business related tasks reporting directly to the owner such as creating reports; placing, answering, and routing all company phone calls; editing/writing emails, eblasts, and social media posts; organizing travel and accommodation; taking minutes; enforcing company policy with the team; and other organizational tasks. To do this role properly you should have a keen sense for detail, be flexible for innovative recalibration of processes, have a strong understanding of Google Suite, be extremely fast at solving problems and/or quick to address problems with company appointed professionals, and have experience as an executive or administrative assistant in the past. Experience using Trello and DocuSign are a plus.

### Executive Assistant 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 and designing payment plans for long-term clients.
- Filing and retrieving corporate records, documents, and reports.
- Researching and conducting data to prepare documents for review and presentation to clients and partners.
- Helping prepare for meetings and sending reminders.
- Responding to client questions in a support role.
- Organizing the CEO's inbox and creating a weekly to-do list.
- Accurately recording minutes from meetings.
- Greeting visitors and deciding if they should be able to meet with executives.
- Hiring via Task Rabbit for specific tasks in order to keep deadlines.
- 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 high profile clients.



- Performing office duties that include ordering supplies and managing a records database.
- Experience as a virtual assistant.
- Opening, sorting and distributing incoming faxes, emails, and other correspondence.
- Provide general administrative support.

### Executive Assistant Requirements:

- Proven experience as an executive assistant or other relevant administrative support experience including Customer Service.
- In-depth understanding of the latest technology in productivity softwares.
- High school diploma, Bachelor's degree preferred.
- 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.
- Excellent phone talking skills and strong ability to defuse complicated situations.

### Compensation:

- \$40,000 salary
- Timular© time-tracking device
- Company computer

If interested, please send a resume and 3 references to [admin@phillykelsey.co](mailto:admin@phillykelsey.co). We look forward to hearing from you!