

## **Executive Assistant**

### **Job Description**

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<b>Position:</b>	<b>Executive Assistant</b>
<b>Department:</b>	<b>N/A</b>
<b>Reports To:</b>	<b>CEO</b>
<b>Job Type:</b>	<b>Full time, Salary position</b>

#### **Position Overview**

- ✓ The purpose of this role is to work directly with the CEO to manage schedules and communications. This role will work to coordinate and organize appointments, meetings, travel, and much more. Your role will be to ensure every detail of the daily duties for the CEO are coordinated between team members and the leadership team. This is a critical role, dedicated to ensure a smooth running process for our Leadership, Sales and Operations. This is a highly strategic position, where tasks and routines will transition quickly and strong versatility is a must.

## **Responsibilities (tasks associated with the role)**

- ✔ Complex calendar management including scheduling meetings, appointments, and travel.
- ✔ Understand all key dates, commitments, and complexities of the CEO's calendar.
- ✔ Wardrobe organization and selection for events, photo shoots, and content creation videos.
- ✔ Travel purchases and itinerary planning.
- ✔ Catering arrangements as needed.
- ✔ Communicate internally and externally on behalf of the CEO - must have the ability to relay the CEO's vision and mission with all correspondence.
- ✔ Personal and professional task management - to include items such as research, light errands, shopping, purchasing gifts, etc.
- ✔ Provide support during live events, including scheduling and creating events online and in-person and support throughout.

## **Requirements ( and expected proficiencies to excel in this role)**

- ✔ High school diploma or equivalency
- ✔ Highly organized and able to multitask
- ✔ Self-driven and proactive nature
- ✔ Familiarity with email, internet, Apple OS, Google Apps
- ✔ Excellent written and oral communication skills required
- ✔ Passion for exceptional customer service
- ✔ 2 (minimum) years of Customer Service experience

## **Metrics (Expected Results)**

- ✔ Maintain an organized calendar, with no overlap in meetings or appointments.
- ✔ Completed tasks and projects with a high level of efficiency, accuracy, and confidentiality.
- ✔ Ensure all of the CEO's email inquiries are responded to by the end of the day each day and checked 3 times (morning, afternoon, evening) throughout the day.

***This job description is not all-inclusive and certain activities, duties or responsibilities may be required of the employee as needed.***