

Eddy Alexander

GROWTH  STRATEGY

Eddy Alexander, an international award-winning, full-service marketing, communications, and growth strategy consulting firm seeks to hire a full-time...

Executive Assistant – Roanoke, VA

Type: Full Time
Location: Roanoke, VA Preferred
Salary: Commensurate with Experience
Deadline: March 20, 2021 or until filled

Description:

Eddy Alexander is looking for a skilled Executive Assistant to provide critical support to the top executives of the firm. Prior experience supporting c-suite executives preferred. Must be able to identify and solve problems with minimal supervision, display a high degree of initiative, and communicate effectively building value-added relationships and motivating individuals both inside and outside the company.

Job Duties

- Provide administrative support to the President and CEO
- Ensure proper filing and easy retrieval of all critical documents and client records
- Interface professionally with a diverse team of both local and remote employees, vendor partners, and current and perspective clients – always providing exceptional client service
- Complete daily time and expense reports and ensure others do the same
- Schedule internal and external meeting requests for the president, maintain meeting request log, maintain the CEO's calendar, provide reminders of upcoming critical activities and deadlines

- Monitor president's email, respond to straight forward requests and escalate urgent issues and critical decision points
 - Demonstrate continuous discretion while serving as a trusted assistant on sensitive and confidential matters
 - Manage contract database to ensure related paperwork remains up to date and easy to retrieve
 - Serve as the team lead related to holidays and celebration planning (client and company milestones, anniversaries, staff birthdays, etc.)
 - Manage reservation and preparation schedule for industry events, company offsites, and onboarding and performance review events, booking travel and making reservations as needed
 - Maintain industry award tracker/calendar and related team assignments
 - Manage facility operations including mail collection and distribution, hosting of guests, general office/kitchen tidiness and maintenance, plant watering/ supply procurement, work order management, and general vendor/subcontractor communications
 - Review and prepare presentations, contracts, statements of work, and other critical documents from provided templates and according to established standards
 - Support last mile bid & proposal efforts, including proofreading, printing, binding, mail/courier service coordination
 - Investigate and develop new systems and tools that increase efficiency and team organization
 - Document standard operating procedures that help the company mature
 - Spot check system compliance and provide training and support to team members who need additional guidance
 - Participate in regular team meetings
 - Helping with invoicing/financial/activity reports when called upon by operations team
 - Take notes in client meetings when requested
 - Provide a 'fresh-eyes' proofread of important documents as requested (AP Style)
 - Monitor Industry Association Communications and share out new/ exciting/ highly relevant content opportunities with the appropriate team members
 - Conduct secondary research and prepare executive briefings on findings as assigned
 - Proactively keep contact databases up to date (CRM, LinkedIn, etc.)
 - Help create and distribute meeting agendas, action plans/ task assignments as assigned
 - Provide brand compliance checks as assigned
 - Maintain EA resource inventory and password logs
 - Answer phones, check messages, track inquiries and respond appropriately
 - Help manage reminders/schedule time for need-to-review tasks
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Requirements:

- Bachelor's degree
- 3+ years of experience assisting at C-suite level
- Exceptional Customer Service Orientation and strong networking skills
- Strong digital acumen: Proficiency with MS Office Suite, G-Suite, Cloud Storage Systems, Video Conferencing Software, phone systems etc.
- Familiarity with dashboard and data visualization tools (Tableau, Google Data Studio, or similar) and accounting software (Quickbooks, Bill.com) a definite plus
- Outstanding written and verbal communication skills
- Familiarity with AP style and proven copyediting skills preferred
- Strong analytical and problem-solving skills
- Database management experience preferred
- High degree of professionalism, discretion, integrity, and confidentiality
- Ability to anticipate needs and proactively recommend strategies to improve operational efficiency and client satisfaction

If you have excellent social skills, project coordination experience, and the ability to work well with a variety of diverse stakeholders, the energy to contribute proactively and at the highest levels to an award-winning, high-growth firm, please submit a formal resume, and cover letter detailing your interest and relevant background to info@eddyalexander.com.

*** Please put "Executive Assistant Applicant" in the subject line.**