

## EXECUTIVE & ADMINISTRATIVE ASSISTANT | Human Resources

Reports to : CEO / VP Human Resources

Salary Range: \$55,000 - \$65,000

### Essential Functions:

- Work independently, innovatively, and efficiently in a high pace environment handling multiple responsibilities and meeting multiple deadlines
- Manage Executive calendars including travel, scheduling conference calls and meetings
- Prepare, submit and track expense reimbursements for Executives
- Manage personal requests from CEO
- Assist with items such as dinner reservations and various personal matters for Executive staff
- Assist and coordinate events and activities with all departments of the company
- Run work-related errands, which may involve driving (i.e., to pick up various items for the office, drop off packages for shipping, etc.)
- Assist in the Human Resources Department with different tasks including interviews, on-boarding, compliance reports and record keeping
- Responsible for the maintenance and order of the office including supply management and organization (inventory management, procurement, and fulfillment)
- Marketing Duties: Aid in activities for conferences attended by the company. Including the shipping out of collateral, travel, coordination of client activities, meals, and meetings
- Under supervision, manage the corporate filings of the company
- Receives the public and answers questions, in person and by telephone; responds to inquiries from employees, clients, vendors, etc. and refers, when necessary, to the appropriate person, official or department
- Prepares outgoing mail; sorts and distributes incoming mail
- Assorted administrative duties such as scanning, filling, updating documents and systems as needed
- Assist departments with ad hoc projects across the company when necessary
- Maintain confidentiality of highly sensitive information

### Competencies/Skills:

- Strong attention to detail with the ability to stay organized and problem solve in a fast-paced environment
- Ability to articulate issues, problem solve and analyze with creative and outside of the box thinking
- Strong communication skills (written and verbal) with internal and external partners; ability to convey findings in a concise and comprehensive manner
- Effective organization and time management skills

- Capability to build trusting relationships internally and externally and elicit confidence by demonstrating reliability
- Strong team player with the ability to work effectively in a cooperative and diverse environment
- Capacity to analyze processes, support change and think operationally and strategically to achieve business goals
- Advanced use of Microsoft Office Suite

**Education and Experience:**

- High School or equivalent diploma; Bachelor's degree preferred
- 3+ years of hospitality, concierge, or customer services experience required

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Activities, duties and responsibilities may change at any time with or without notice.