

## EXECUTIVE ASSISTANT

The Executive Assistant supports the Chief Executive Officer on administrative functions. Ideal candidates will thrive in a fast paced, entrepreneurial environment and can handle a wide variety of complex and confidential situations. Strong organizational skills will provide the platform for managing multiple tasks, prioritizing work, meeting deadlines, and following up. The ideal candidate will be resourceful in acquiring both information and the knowledge required to be successful. Extremely high work standards, teamwork, and flexibility are essential for success.

### Responsibilities

- Managing CEO's calendar by planning, coordinating, and ensuring the CEO's schedule is followed
- Managing and arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Project management for CEO meetings including discovery, preparation, market research, preparing and editing materials for meetings, proof-reading meeting materials, coordinating, scheduling, and confirming meetings
- Contributes to overall team support by providing administrative support and travel arrangements for entire staff, if needed
- Fielding telephone calls, receiving and directing visitors specific to CEO meetings.
- Accountable for maintaining database of contacts in SalesForce
- Preserve executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating communications and meetings
- Research, prioritize, and follow up on incoming items and tasks addressed to the CEO, including those of a sensitive or confidential nature
- General administrative duties
- Personal support to CEO

### Qualifications

#### Education and Experience

- Minimum of 5 years of experience in an Executive Assistant role with travel responsibilities
- Undergraduate degree in Business, Finance or English preferred

#### Skills

- Exceptional organizational skills
- Expert level written and verbal communication skills
- Excellent skills with Microsoft Office (i.e. Outlook, Word, PowerPoint, and Excel)
- Outstanding attention to detail and proofreading abilities
- Strong ability to organize, prioritize, and manage multiple tasks within set deadlines
- Strong 'can do' attitude with ability to work autonomously and perform well under pressure
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Knowledge of apple products and/or low-level technology issues to assist CEO with management of electronic devices
- Experience with Salesforce preferred



## Mezrah Consulting Culture

- **Fun:** At the core of everything we do
- **Honesty:** Open and honest communication is paramount and valued
- **Integrity:** We stand behind our commitments to our employees and clients alike
- **Innovation:** We embrace change and are always thinking with a vision toward the future, creating new strategies and simplifying complex ideas
- **Focus:** Growing business by growing our people