



C.L. Russell Group, LLC
Designing Training with your Industry in Mind

EXECUTIVE ASSISTANT (PT)

SUMMARY

The Executive Assistant is responsible for providing comprehensive support to the CEO, Executive Team and managing the organization's office operations, including working remotely and/or the office headquarters office. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality. Familiarity of the training industry is a plus.

JOB DUTIES & RESPONSIBILITIES:

- ☐ Preparing financial statements, reports, memos, invoices letters, and other documents or communications
- ☐ Answering phones in a polite and professional manner, routing calls to the correct person or taking messages
- ☐ Handling basic bookkeeping tasks
- ☐ Filing and retrieving corporate records, documents, and reports
- ☐ Researching and conducting data to prepare documents for review and presentation by boards of directors, committees, and executives
- ☐ Helping prepare for meetings
- ☐ Accurately recording minutes from meetings
- ☐ Greeting visitors and deciding if they should be able to meet with executives
- ☐ 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
- ☐ 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
- ☐ Managing the executive's day-to-day calendar, including making appointments and prioritizing the most sensitive matters
- ☐ Serve as the office liaison

REQUIREMENTS

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING QUALIFICATIONS:

- ☐ Proven experience as an executive assistant or other relevant administrative support experience.
- ☐ In-depth understanding of entire MS Office suite.
- ☐ High school diploma.
- ☐ 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.

EDUCATION:

- ☐ High School Diploma/Associate degree preferred

WORK ENVIRONMENT

- ☐ Thrive in an motivated, fast-pace, team-oriented environment.
- ☐ Ability to work well within a cross-functional team environment and diverse communities.

Interested in joining our team? Please forward your resume and (3) professional and/or personal references to:

Email: info@clrussellgroup.com **Subject:** Executive Assistant Position