



Job Description

Job Title: Personal Assistant

Job Summary: Primary duties include carrying out administrative tasks, communicating, and running errands on behalf of the President & CEO.

Duties and Responsibilities:

- Filter, review and answer emails on behalf of President/CEO
- Input information into databases, such as client event data, associate information, and files/records.
- Scan documents and perform electronic filing.
- Schedule meetings and manage schedule of President/CEO
- Schedule interviews with prospective job candidates, correspond with them and assist in the onboarding process.
- Follow up with associates on projects and tasks for clients and the company.
- Take notes and memos during meetings.
- Meet with President/CEO daily to review company and associate updates.
- Keep track of birthdays and holidays for clients and associates.
- Run errands and make gift purchases on behalf of the President /CEO
- Retrieve company mail and review correspondence with President/CEO
- Arrange travel and accommodations for President/CEO and associates.
- Place orders for uniforms, office supplies, and inventory for eCommerce venture.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Job Specifications:

- High School Diploma or GED
- Customer-service orientation.
- Strong communication skills and IT fluency.
- Ability to manage complex projects and multi-task.
- Excellent organizational skills.
- Possess integrity, discretion, trustworthiness, flexibility and adaptability.
- Ability to flourish with minimal guidance, be proactive, and handle uncertainty.
- A team player with leadership skills.
- Available weekdays.
- Must have reliable transportation.
- Must have reliable internet service.
- Ability to remain in a stationary position 50% of the time.
- Ability to move about inside the office.
- Ability to ascend/descend stairs and position self to arrange storage underneath tables, in closets, or small spaces.
- Ability to communicate and express oneself professionally with current clients, potential clients and fellow team members.
- Ability to move items weighing up to 40 pounds.
- Ability to operate a computer and other office productivity machinery, such as a calculator, copy machine, and printer/scanner.
- Proficient in Proficient in Microsoft Office and Google Drive.

Additional Information:

- This is a hybrid position that includes remote and in-person work.
- Hours: Monday-Friday 9:00AM-11:00AM and 2:00PM-4:00PM

Compensation:

- Part-Time Hourly