



Executive Assistant

December 2020

The Role

The *Executive Assistant* is a new position that merges aspects of the President's duties with internal team operations. This position incorporates client and team knowledge, project and account management details, office culture, Emspace + Lovgren brand management and positive leadership. This individual works day-to-day with the President, in support of the team and Emspace + Lovgren clients with an overall goal of increasing efficiency, enhancing the brand and financial opportunity of the agency, and enthusiastically elevating the team culture.

Important Attributes

- Positive attitude, able to energize teammates
- Consistent and dependable as an agency resource
- Detail-oriented, organized, and able to multitask
- Able to identify needs and find solutions to them
- Driven by continuous growth/improvement and opportunities to take initiative
- Able to manage a variety of situations and personalities
- Handles sensitive situations with grace and professionalism
- Committed to the success and positivity of all teammates, clients and vendors

Responsibilities

- Works as direct support to the President's activities, including schedule management, email assistance and file organization
- Assisting in building client and prospect documents, collecting information
- Archiving information and managing files
- Managing office culture and client experience
- Prepares, coordinates, and organizes meetings and events
- Assists with language for client agreements
- Reviews contracts with the President
- Interfaces and assists with aspects of new employee onboarding
- Assists with errands, gifts and other client and team interactions
- Assists with agency tasks as needed and other key actions as identified by the President

Requirements and Duties

- At least 10 years of experience, or exemplary capabilities and work habits
- Strong technology skills and familiarity with key office technologies; able to learn and work fluently inside office management systems
- Tracking action steps of entire team and following up

- Limited travel planning
- Refining and enhancing processes
- Preparing hours reports for President
- Managing culture and fun for clients and the internal team
- Tracks birthdays, plans team and client celebrations and purchases gifts
- Manages the implementation of holiday plans
- Ensuring the brand is maintained onsite/in the office (when we go back)
- Makes agency information and records accessible
- Strong writing and proof-reading skills, diligent attention to detail
- Takes personal responsibility for quality processes and outcomes
- Familiarity with Microsoft Office and Google Suites required
- Communicates with account management on client accounts receivable status
- Prepares language for client agreements and assists with client contracts and agreements
- Assist in the preparation of budget information for RFPs and contracts
- Interfaces regularly with the full team
- Assists in preparation of budgets and estimates for select proposals
- Assists in the hiring and on-boarding of new employees

Labor Status: This is a professional position.

Supervisory Responsibilities: None; Works directly with Agency Operations, Finance, Bookkeeping and the President.

Reports to: President