



JOB DESCRIPTION – OFFICE ASSISTANT

POSITION OVERVIEW:

As our *Office and Personal Assistant*, you will perform a wide variety of high level administrative and personal duties to the executive directors. As the direct assistant to the CEO and COO, you will prioritize and handle booking travel, meeting and event arrangements, managing multiple calendars and itineraries, completing expense reports, route incoming correspondence, external mail, emails and internal information along with other duties assigned. You will perform administrative and office support activities including word processing, creating spreadsheets and presentations, and filing. Extensive Microsoft Office skills are required, as well as Internet research abilities and strong communication skills. As the personal assistant to the CEO and COO, you will be assigned day-to-day tasks that requires sensitivity to confidential matters including booking medical appointments, running errands, airport transportation, and facilitating residential appointments. As the *Office and Personal Assistant* you should also be able to manage multiple tasks and be able to work independently on projects from conception to completion.

PRIMARY RESPONSIBILITIES (but not limited to):

- Managing the day-to-day administration tasks of the office;
- Create a clean, purposeful environment for our team to help make the office feel positive and productive;
- Orders and keeps office stocked with supplies;
- Maintaining and organizing office systems, including data management and files;
- Identify products and programs to support office administration needs in an efficient manner;
- Schedule and manage an extremely active calendar of appointments;
- Arrange complex and detailed travel plans, itineraries, and agendas for executive's, and clients;
- Keep executives well informed of upcoming commitments and responsibilities, following up appropriately;
- Complete expense reports;
- Type documents as directed;
- Produce documents, briefing papers, reports and presentations;
- Compose and prepare documents or correspondence that is sometimes confidential;
- Completes critical aspects of client deliverables with a hands-on approach;
- Establish deadlines with assigned tasks;
- Set objectives to meet established goals;
- Prioritizes conflicting needs; handling matters expeditiously, proactively, and follow-through on projects to successful completion, often with deadline pressures;
- Create and maintain marketing projects across all mediums including, Social Media, Email, Advertising, Webcasts, and Websites;
- Represent the CEO and COO as needed by attending meetings, trade shows, seminars, and conferences;
- Maintain a respectful disposition always functioning as an ambassador of the company.

QUALIFICATIONS:

- College or formal training in English, technology, business, or marketing (Desired);
- Proficient/Expert in all current Microsoft Office systems (Required);
- Knowledge of general office procedures (e.g., filing, correspondence, scheduling and Calendar Management);
- Expert level written and verbal communication skills to read, analyze, and interpret governing documents, common technical journals/articles, financial reports, and legal documents;
- Very strong interpersonal skills and the ability to build relationships with staff, and clients;
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail;
- Advanced ability to organize;
- Demonstrated proactive approaches to problem-solving with strong decision-making capability;
- Demonstrated ability to achieve high performance goals and meet deadlines;
- Ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of client service and response;
- Be a good negotiator of costs with vendors/ treat each expense as if it was your own;
- Available to answer cell phone calls on evening's weekends.

PERSONAL Characteristics:

- Must be a self-starter, dependable, and trustworthy;
- Must be able to work independent with initial guidance given and check backs as needed;
- Highly resourceful team-player, with the ability to also be extremely effective independently;
- Heavy adopter of technology in daily life;
- Forward looking thinker, who actively seeks opportunities and proposes solution;
- Integrity, credibility, and dedication to the mission of Secured IT Solutions, LLC.

About Secured IT Solutions, LLC:

The company's officers and partners have substantial years of experience in Information Technology and specialize in Cyber Security, IT and management consulting. We have been helping various size organizations become more secure, protect their vital information assets, reduce operational risk, become compliant with regulations and enhance organizational performance. We deliver services through a skilled set of technical professionals, many of whom are thought-leaders within their particular fields of expertise and we are proud to bring certified team members with years of experience to bear on our client's needs.