

GIRVIN, INC.

JOB DESCRIPTION

POSITION: EXECUTIVE & ADMINISTRATIVE ASSISTANT

REPORTS TO: PRINCIPAL

POSITION OVERVIEW: The Executive & Administrative Assistant is not only responsible for aiding senior management in developing new business, but also partnering with the Principal to manage correspondence, scheduling, travel and the client database. This position contributes to and manages the creation of business development materials (e.g., introductory letters, emails, presentations, proposals, etc.) and must demonstrate strong communication and interpersonal skills with all firm members and potential and existing clients.

The successful candidate will possess great people, communication and organizational skills. You must be able to work in a fast-paced environment, coping with fluid changes and enjoying the challenges inherent in representing the principal and agency while assisting with business development and administrative support activities.

QUALIFICATIONS:

- A Bachelor's degree in English, Marketing, Business Communications or in a related discipline.
- At least 2-4 years of experience in an agency setting, either as an executive assistant or in a marketing/sales role.
- Must have extremely strong written and verbal communication skills, including proofreading skills. Writing samples will be required.
- Excellent analytical, interpersonal and problem-solving skills. Meticulous attention to detail and a highly organized individual are greatly desired.
- Plenty of self-motivation. Be approachable and have a positive attitude.
- The ability to synthesize information from disparate sources.
- The ability to work with senior management, juggle multiple assignments and consistently meet deadlines and adhere to timelines in a fun and fast paced environment.
- Solid research and computer skills.
- High proficiency in Word, Excel and with databases (such as FileMaker Pro).
- The ability to think creatively in the development of ideas and solutions.
- Ability to present ideas in a clear, effective manner, internally and within the client setting.

RESPONSIBILITIES:

- Develop, proofread and format documentation for use by the Principal and in business development efforts, sometimes individually and sometimes as part of a team.
- Coordinate the flow of information from various contributors to ensure that all deadlines are met.
- Serve as the agency-designated proofreader (including suggesting edits and/or rewriting where appropriate/necessary) of marketing, business development and project-related materials, such as presentations, comps, proofs, mechanical art and multimedia projects.
- Manage the tracking of business development correspondence to help facilitate follow-up, scheduling of potential meetings and next steps. Keep potential and existing client contact information current in FileMaker Pro database.
- Prepare documentation for and actively participate in a weekly business development team meeting.
- Maintain supply of marketing materials, which are used in mailings, presentations and meetings.
- Attend meetings as a note-taker, editing and distributing meeting notes as required. Participate in meetings as requested.
- Act as a liaison for Principal's clients – this includes, but is not limited to: gathering critical information they have requested on projects, shipping deliverables, etc. Follow-up and relationship building will be required with Principal's potential and existing clients.
- Maintain files for the Principal's open projects, open job numbers and track/organize project-related documentation.
- Obtain any pertinent client testimonials for marketing purposes.
- Schedule all of the Principal's appointments on Now-Up-To-Date scheduler. Contact clients to coordinate appointments for Principal. Complete Principal's timesheet on a weekly basis and verify time is applied to correct job numbers.
- Coordinate travel for Principal, including tracking mileage, booking flights, lodging and car rental/pick-ups, as well as gathering marketing materials, building travel itineraries and printing directions.
- Maintain Principal's office space and ensure a manageable working environment. Share responsibility of maintaining cleanliness of the office space, including the kitchen and conference rooms.
- Coordinate and contribute to periodic mass mailings – both postal and electronically.
- Conduct project-related research as required by Principal and other senior management.
- Provide input regarding process improvements on an ongoing basis.
- Other administrative duties as required, to include: filing, faxing, copying, straightening up conference rooms, preparing presentations, binding, scheduling conference calls and video-conferences and so forth.
- Other job related duties as assigned by supervisor.

STRATEGIC RESPONSIBILITIES:

- Build partnership and communication skills with entire Girvin staff.
- Build passion, foster pride and develop teamwork within Girvin.
- Adhere to the Girvin Partner Code during all interactions. At Girvin we observe and ensure the values of teamwork, respect, recognition, communication, and commitment to the success of both our clients and the Girvin team.

This is not an employment contract; responsibilities outlined may change due to the nature of our evolving business environment.