

## Executive Assistant

Do you thrive in a fast-paced, highly collaborative team environment? Do you get excited when you are able to provide clients with excellent service and experiences? Tilson is seeking an Executive Assistant for our President and CEO. Our ideal candidate would be a self-starter, driven, and has a desire to learn.

### What is an Executive Assistant?

The Executive Assistant is responsible for providing varied, complex and often confidential liaison, communication, secretarial and office administrative assistance to the President; to employ independent judgment in the resolution of problems and the performance of assigned duties; and to assist the President in maintaining effective and positive work relationships.

### Here's What You'll Be Doing:

- Assists the President in the management of his/her respective schedules utilizing Outlook (planning/arranging events and meetings). Handles telephone calls for the executive from both internal and external sources. Screens telephone calls and arranges conference calls
- Reads and routes incoming mail, and prepares and sends outgoing correspondence in electronic and hard copy format
- Composes and types correspondence, and copies documents as needed
- Organizes and maintains electronic and paper file
- Coordinates schedules and arranges appointments, including reserving and preparing facilities and materials
- Arranges and coordinates travel schedules and reservations
- Conducts research, including compiling and typing statistical reports. Produces regularly scheduled reports
- Searches files, gathers facts and compiles a variety of data required for preparation of reports; acts as liaison to expedite the flow of information
- Coordinates activities to ensure timely submission of documents or information that may be required of several staff personnel to complete a major project
- Participates on behalf of President in meetings as requested
- Perform special projects as assigned by President
- Maintains confidentiality of all corporate, personnel and research matters
- Assist with Corporate Governance – Shareholder and Board of Director meetings, bylaws and minutes
- Assist / support Executive Management events – i.e. fundraisers, network gatherings, speaking engagements, etc.
- Assist with accounting and finances for President's various entities
- Serve as back-up for Facilities Management

### Here's What We're Seeking:

- Bachelor's Degree desired, preferably with Business as major emphasis
- Demonstrated ability to serve as an Executive Assistant
- Minimum 2-4 years of experience in an Executive Assistant position
- Minimum 1 year customer service experience required