

EXECUTIVE ASSISTANT

RJL SOLUTIONS

ROLES AND RESPONSIBILITIES

The Executive Assistant will serve as administrative support to the Chief Executive Officer and the executive team at RJL Solutions as well as be responsible for the daily business operations. The Executive Assistant will report to the Chief Operating Officer. Efforts include:

- Communicate with staff, clients, and community leaders on the executive team's behalf and coordinate logistics for high-level meetings both internally and externally;
- Anticipate and plan for meetings, including preparing agendas, coordinating communication before and after meetings, taking executive-level notes, and assisting in meeting preparation;
- Provide high-level customer service to all clients of RJL Solutions, exceeding expectations in all aspects;
- Assist in event coordination for RJL Solutions and its clients, from overarching strategy to specific details;
- Maintain and implement processes for day-to-day office operations including ordering supplies and conducting inventory;
- Serve as welcome and reception for all RJL guests;
- Support working relationships with all operational vendors;
- Facilitate communication among executive team members and all staff of RJL Solutions;
- Travel with the CEO when necessary;
- Answer and return phone calls and emails;
- Manage calendars and schedule meetings; provide intentional foresight in managing CEO's calendar and navigating meeting attendance.

This is a salary position, some evenings, weekends and travel required.

TO APPLY, PLEASE SUBMIT COVER LETTER,
RESUME AND PROFESSIONAL REFERENCES TO
TEAM@RJLSOLUTIONS.COM.



INFORMATION

-  Job Code: 016
-  Full-time
-  Operations department

QUALIFICATIONS

- Bachelor's degree in business, communications, or related degree.
- Office management or administrative assistant experience.

PREFERRED SKILLS

- Ability to communicate professionally with local media, community leaders, and political representatives
- Relationship-building skills and success in developing rapport with clients
- Level of expertise in calendar management
- Strong organization and time management skills and ability to prioritize and manage a high volume of detailed work with conflicting priorities in a fast-paced environment
- Ability to write and edit a variety of materials