

## EXECUTIVE ASSISTANT (Full-Time)

### Job Summary

ADG is seeking an Executive Assistant who is highly intelligent and organized to support the day-to-day activities of a busy Executive. This individual must be able to work independently with little or no supervision, while being proactive, resourceful and efficient, and possess a high level of professionalism and confidentiality.

### Essential Duties and Responsibilities

The ideal candidate for this position will:

- Be tirelessly attentive to detail, able to juggle multiple competing priorities, and foresee potential problems and plan contingencies accordingly
- Plan and manage the daily calendar, agenda and travel needs for the Executive, including scheduling and booking travel, arranging business meetings and working with internal departments to plan detailed itineraries, and preparing and tracking expense reports
- Organize and prepare for internal and external meetings, draft agendas, talking points and presentations, be a detailed note taker, gather materials and update logistical information (meeting locations, dial-in numbers, etc.)
- Serve as the primary point of contact for the Executive with a number of business interests both inside and outside of the Company by responding to communications in a timely, friendly and efficient manner, and by screening and prioritizing incoming and outgoing telephone calls and electronic communication
- Track requests for information; have excellent verbal communication skills in order to collaborate with multiple parties of all levels and follow up on tasks through completion
- Assist the Executive with some personal errands support from time to time
- Also have in-office operational responsibilities

Candidate is expected to report to the office, however some work from home may be possible on a pre-planned basis.

### Qualifications

- Must be highly organized, service oriented, and have a pleasant personality
- Possess superior judgment, discretion, and confidentiality
- Must be tech savvy, a self-starter, professional and detail oriented
- Ability to prioritize, follow-up, multi-task, demonstrate initiative and decision making skills, and be able to meet deadlines
- Minimum experience of 5 years in a related Executive Assistant role working with leadership
- Must be a team player

This is a full-time opportunity to be part of a talented and committed team. Outstanding compensation is provided including a generous benefits package including medical, dental and vision insurance, health savings account, paid holidays/vacation, life insurance, and 401k with matching.

**For consideration, please submit your resume together with a cover letter highlighting why you would be a great candidate for this role. Please include salary requirement and reference Job: EA0921.**

If emailing your resume, send to: [Jobs@aquaticgroup.com](mailto:Jobs@aquaticgroup.com).

For detailed information about ADG, visit our website at: [www.aquaticgroup.com](http://www.aquaticgroup.com).