

Executive/Personal Assistant to CEO

Job Summary

In search of a full-time Executive/Personal Assistant to support the day-to-day activities of a very busy CEO. Candidate must be proactive, resourceful, able to anticipate needs, all while working independently with little or no supervision. A high level of professionalism, confidentiality and trust are a must.

Candidate will serve as primary point of contact for CEO, with a number of business interests, by monitoring emails and phone calls, and responding to requests in a timely, friendly and efficient manner. Managing a complex calendar, preparing the CEO for meetings and appointments by organizing agendas, talking points, documents and logistical information (meeting locations, dial-in numbers, etc.).

Must be highly proficient with Microsoft Office Suite, and have excellent written communication skills, with a proven ability to transcribe rough draft dictation into articulate business communication.

Manage travel arrangements, including flights, hotel and car rentals, detailed itineraries, scheduling meetings, social functions and meals, preparing and tracking expenses.

Tracks requests for information; excellent verbal communication skills required in order to collaborate with multiple parties of all levels and follow up on tasks through to completion.

Handles various personal errands and family matters with discretion and professionalism.

There is an expectation that Candidate will be available to report to office during regular business hours, but there will be a fair amount of flexibility in schedule, to be coordinated weekly with the CEO, based on the demands of schedule.

Job Requirements

- 7-10 years related experience in Executive Assistant role
- Highly organized, self-starter, who follows-up and can meet deadlines
- Superior judgment, discretion, and confidentiality
- Excellent customer service skills, service-oriented with a pleasant personality
- Must be tech savvy, highly proficient in Microsoft Office and conferencing apps (Teams, Zoom, etc.)
- Strong written and verbal communication skills
- Ability to work flexible schedule as needed
- Valid driver's license and reliable car required
- Must love dogs!

ADG offers a competitive salary & benefits package including matching 401k, medical, dental and vision insurance. Salary commensurate with experience.

All candidates must submit a cover letter with resume, reference job title. jobs@aquaticgroup.com