



## **Executive Assistant**

The Executive Assistant is a key position that contributes to our collective success by taking responsibility for the administrative functions associated with a high performing, ever growing company. As the right hand to the two owners of the company who don't sit still, this position anticipates needs, thinks critically, and is solution oriented. This position is focused on a high level of output and accountability while offering latitude for creativity and passion about the work we do.

### **General Duties and Responsibilities**

#### **Administrative**

- Managing two executive calendars, tracking emails, and ensuring balls aren't dropped.
- Developing, documenting, updating, and following Engaged HR defined procedures, processes, and systems.
- Managing Engaged HR's client touch processes such as Christmas cards, referral flowers, and evaluations surveys.
- Drafting, proof-reading, editing corporate communications including website copy, reports, and proposals.
- Creating and managing online surveys and forms.

#### **Sales Support**

- Managing sales calendar related to prospect management including follow up processes.
- Maintaining the CRM system to support the maintenance of ongoing contacts/prospects, including managing bring forward tasks.
- Managing and administering client contracting process, maintaining integrity of agreement templates, obtaining appropriate approvals, circulating, and filing.
- Setting up projects and following processes to ensure seamless transition from sales to production.

#### **HR Administration**

- Maintaining all employee information in a confidential and secure manner.
- Maintaining the corporate HRIS system (Bamboo HR).
- Coordinating payroll information with Bookkeeper.
- Documenting all compensation changes, staff changes and employee data.

#### **Financial Management**

- Preparing invoices for approval.
- Managing client payments and collections process.

- Maintaining online time-tracking and staff/contractor access and entries.
- Preparing various reports associated with time tracking, project status, and budgets.
- Preparation of bookkeeping materials on a regular monthly schedule for bookkeeper.

**Qualifications:**

- Relevant education and experience with a minimum of 5+ years' experience in an office setting, including experience supporting executives.
- You are computer savvy and have intermediate level knowledge with Microsoft Office 365 as well as other online tools such as Hubspot, Mailchimp and online survey tools.
- You have experience meeting the high expectations of executives.
- You describe yourself as being professional, confident, resourceful, and you are exceptionally organized, detail-oriented, self-motivated, and client-focused.
- You have energy, discipline, and a drive for success with a desire to learn.
- You take responsibility for your part in the work, and you look for ways to help others.
- You are highly adaptive and have a high tolerance for ambiguity. You consistently look for ways to get more done in less time.
- You can juggle many tasks and still stay on top of everything; in fact, you are always one step ahead.
- You are a critical thinker with strong written and verbal communications skills.
- You're dedicated to doing a great job, and like to laugh, have fun, and to work in partnership with your team!

**Reports to:** Engaged HR CEO

**Working Conditions:**

- Primarily remote position with some time spent at the Engaged HR office.