

Description

Bullpen Strategy Group (BSG) is an insights-focused public affairs and strategic advisory firm that helps clients solve problems, grow, and manage risk.

We are seeking an Executive Assistant to provide day-to-day support for the Chief Executive Officer (CEO).

Qualifications

The ideal candidate must be creative and enjoy working within an entrepreneurial environment. The Executive Assistant will have the ability to exercise good judgment in a variety of situations, exercising strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

Responsibilities

- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company.
- Sustain a daily calendar of meetings and events.
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects, and other documents in support of objectives for the company.
- Arrange travel and accommodations.
- Screen incoming telephone calls; take and deliver accurate messages; respond to requests by gathering and providing information and referring non-routine calls to the appropriate staff.
- Excellent communication and time management skills; proven ability to meet deadlines.
- Ability to function well in a high-paced environment; performs additional duties as assigned by executives.
- Manage the Executive's contacts.
- Assist in preparing and managing presentations and decks.
- Be responsive to emails/texts/phone calls, with contact outside normal business hours.
- Welcome the Executive's guests by greeting them, in person or on the phone; answering or directing inquiries.
- Use discretion, confidentiality, and good judgment to handle C-Level matters.
- Represent the company and the Executive in a positive light through great follow-through skills and sound judgment.
- Conserve the Executive's time by reading, researching, collecting, and analyzing information as needed, in advance.
- Complete adhoc projects as assigned – such as personal events and/or family needs.
- Organize complex calendars and schedules, resolving any scheduling issues

Required Skills

- BS/BA degree preferred
- 5+ years of related experience required in working in an executive assistant role supporting C-Level executives

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong leadership skills
- Ability to think on their feet and have impeccable judgment
- Ability to take on challenges and has a proactive approach to duties
- Ability to prioritize tasks and to delegate them when appropriate
- Basic understanding of how to operate standard business equipment
- Advanced Proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint)
- Ability to communicate effectively and professionally.
- Flexible hours as dictated by the needs of business for projects and meetings.
- An excellent understanding of Mac OS
- Ability to follow instructions and perform a wide range of tasks

Preferred Attributes

- Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
- Commitment to excellence - perform duties at the highest level possible on a consistent basis.
- Excellent communicator - able to interact with people of all levels in a confident, professional manner.
- Demonstrate ability and temperament to work with sensitive information.
- Team player - have team-oriented experience and approach.
- Service focus - dedicated to meeting the expectations of the CEO and other senior executives by maintaining effective relationships with interested parties.
- Ability to think outside of the box with a sense of urgency.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift to 15 pounds at times

Application Instructions: To apply for the position, please email a cover letter resume via email to hr@bullpenstrategygroup.com