

AGENCY EXECUTIVE ASSISTANT

Position Open

LOCATION: We are located in Tucson, AZ—a beautiful and friendly college town located in the heart of the Sonoran Desert of southern Arizona.

WE ARE: A full-service growth agency that enhances the growth of companies by building and implementing solutions in digital marketing, advertising, brand development, lead generation, and exit planning. We have a growing team and a culture driven by creativity, fun and exceptional talent.

OUR LEADERSHIP: Our firm was founded by Leamon Crooms III in 2003. He holds a degree in English & Economics and an MBA with a focus on strategy and finance. Over the past 20 years, he has worked with Fortune 100 companies in Europe, Singapore and throughout the US. Today he is applying the knowledge and experience that he has acquired to disrupt the marketing and advertising industry with new processes, tools, and techniques that integrate across channels.

OUR CULTURE: We have a startup culture with offices, cool cubes, and a completely collaborative environment. Be prepared for spontaneous breakout sessions at the dartboard, Friday lunches, and all the snacks you can eat.

OUR CREDENTIALS: We focus on maintaining a portfolio of satisfied clients, and building the best team in the industry. We work with each of our clients to custom build and deliver solutions that drive top-line growth. The results we seek and achieve for our clients are our best credentials. In fact, we hold our “trusted advisor” status with our clients very dear and tend to keep most of our successes private so that our clients can maintain a competitive advantage amongst their competitors.

THE JOB: We’re looking for someone “truly exceptional.” If you seek to make a significant impact, then you may be just the person we are looking for. As the Agency Executive Assistant, you will be the primary support for the CEO, and the communications hub for the agency. Of course, we expect that you will be superior at organizing work and ensuring tasks are completed as well as effectively communicating with the team and with clients.

Position Requirements include:

- Associate’s degree required
- Experience in both the areas of customer service and business
- Working knowledge of Microsoft Excel, Word, PowerPoint, and Outlook
- Demonstrate interpersonal skills and proficiency in business vocabulary to effectively represent the executive and the company to outside parties
- Excellent interpersonal, oral, and written communication skills
- Excellent writing, proofreading, and editing skills
- Ability to take feedback and quickly turnaround new & improved content with ease

- Multi-tasker & problem solver
- Works well in a group or independently
- Experience as an executive administrative assistant preferred

Duties:

- Report directly to the CEO and support with all daily tasks, and client communications, as needed
- Manage team calendar, which requires interaction with executive clients, employees, and assistants to schedule variety of business meetings
- Serve as a main point of contact for all clients, which includes emails and phone calls
- Maintain the highest level of confidentiality and professionalism
- Schedule and lead weekly staff meetings and occasional employee training sessions
- Schedule and attend regular client meetings
- Take meeting notes during internal & client meetings
- Assist CEO and team with onboarding new clients
- Manage agency tasks through to ensure completion
- Follow up with team members and co-workers to check on status of all projects and deliverables
- Handle incoming and outgoing phone and electronic communications on behalf of the CEO and company
- Route incoming calls and emails to appropriate party quickly and efficiently
- Use various software applications such as spreadsheets, relational databases, statistical packages, and graphics packages to assemble, manipulate, and/or format data and/or reports (Create monthly client reports)
- Perform other duties as assigned

What's in it for you?

- \$35,000 - \$40,000 annually depending on experience**
- Full time, salaried position
- Advancement and career opportunities
- Health insurance programs
- Paid time off
- Ongoing training and development
- Casual dress code

**Including base wage, commissions and performance incentives if applicable

Indeed, we are looking for a very unique and special person. Are you the guy or gal for the job? If you are, then send your resume, cover letter and anything else you think we might want to see.

NO PHONE CALLS PLEASE.