

MARKETING EXECUTIVE ASSISTANT

Division/Department:	Corporate Shared Services
Location:	New Albany, Ohio
Job Title:	Marketing Executive Assistant
Reports to:	CEO

Type of position:	Hours <u>40</u> /week
<input checked="" type="checkbox"/> Full-time	<input checked="" type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt
<input type="checkbox"/> Contractor	

GENERAL DESCRIPTION

The Marketing Executive Assistant is responsible for applying consistently high level of administrative support to the Chief Executive Officer and Marketing initiatives.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Manage CEO calendar and coordinate events, meetings and activities with admin support staff.
- Receive and respond to internal and external correspondence via all communication vehicles.
- Facilitate the coordination of business travel and required documents for CEO.
- Maintain organization of office materials, files, and equipment for Marketing department and CEO.
- Manage internal correspondence to report project progress to the CEO.
- Back up front desk receptionist periodically.
- Special projects assigned by CEO and President or requested by our clients.

EDUCATION & EXPERIENCE

- High School graduate or equivalent experience; College degree preferred
- 2-5 years administrative support experience
- Experience supporting Marketing department and marketing initiatives preferred
- Experience supporting high level executive preferred
- Intermediate level Microsoft Office Products required –Outlook, PowerPoint, Excel, and Word
- Prefer expertise in SAGE ACT or other Customer Relationship Management database

MINIMUM REQUIREMENTS (REQUIRED SKILLS)

- Excellent verbal and written communication skills
- Ability to work independently with control and organization.
- Ability to proactively address CEO needs.