



Job Title: *Executive Assistant to the CEO and VP, Operations*

Reports to: *Chief Executive Officer and VP, Operations*

Job Description:

Nyhus is seeking an experienced **Executive Assistant** (EA) to temporarily support the CEO and VP of Operations. The Executive Assistant provides highly responsive, accurate and timely administrative support to the firm's top executives..

The EA represents the company with clients and partners and must have excellent customer-service skills and a positive, can-do demeanor. The EA must be collaborative and have a positive attitude, excellent work ethic and strong sense of urgency. Top candidates will take initiative, be able to work independently, consistently seek solutions, and have the ability to effectively multi-task and master new concepts and tasks quickly. Anticipating needs and showing flexibility and willingness to adapt in a fast-paced work environment are crucial to success.

In addition, the EA also identifies and conducts research as directed, makes travel arrangements, manages information requests, prepares correspondence, receives visitors, arranges conference calls, and schedules meetings.

In addition to the above, the position requires strong computer knowledge, an ability to understand business infrastructure, proven project management and coordination experience, strong interpersonal skills, and the ability to work with people at all levels – internally and externally.

The timeframe for the temporary position will be Sept. 1, 2016, to the first week of January, 2017.

Summary of Key Responsibilities:

Responsibilities and essential job functions include, but are not limited to, the following:

Executive Assistant

- Anticipates executives' needs, providing the highest level of initiative and support. Applies strategic business thinking to support executives. Understands the agency's business and the executives' roles.
- Effectively represents executives in communications with clients, partners and others. Independently acts as a liaison among team members, clients and media by modeling the highest levels of customer service.
- Screens executives' incoming calls, e-mail correspondence and intraoffice materials; determines priority and responds appropriately. Makes recommendations regarding appropriate action and follow-up. Keeps executives apprised of itineraries, action items, messages and relevant business issues, both internal and external

- Proactively and persistently manages calendars for the CEO and VP. Must be flexible and able to manage a constantly changing schedule. Makes appropriate, informed decisions regarding CEO's available time. Anticipates needed internal meetings and coordination with the team. Makes recommendations on scheduling to support key goals or business priorities. May take meeting minutes, arrange for audiovisual equipment and set up meeting facilities. Performs errands as needed.
- Prepares CEO and VP for meetings, obtaining appropriate briefing materials from team in advance, conducts research and coordinates with key staff members to get pertinent information for new business meetings and provides to executives in advance so they have time to read before the meeting. Ensures that the CEO and VP are on time for meetings
- Manages all travel arrangements for CEO. Manages multi-destination travel involving key contacts in a variety of organizations and settings. Ensures that details of all trips are clearly outlined.
- Acts as key contact while CEO and VP are out of office or traveling. Facilitates day-to-day contact via e-mail and phone on executives' behalf.
- Creates detailed organizational and filing systems for executives, processes documents and expense reports, prioritizes, distributes, and acts on executives' mail and e-mail.
- Assists CEO with Projector time entry.
- Creates and formats documents electronically, including letters, memos, itineraries, status reports, presentations (PowerPoint), spreadsheets (Excel) and other related documents. Photocopies articles, project materials and other related paperwork and documentation
- Maintains highest level of confidentiality in handling files, e-mail and other sensitive client information for the executives and in all aspects of role.
- Provides backup support to administrative staff as needed.

Executive Support

- Enters and manages contacts in Salesforce customer relationship management (CRM) database
- Creates and maintains key relationships with client contacts and other executive assistants in partner organizations and in the business community
- Reviews and summarizes miscellaneous reports and documents
- Researches and analyzes routine administrative projects for the executives
- Prepares and submits expense reports for CEO
- Provides follow-up to assignments given to team members by the CEO and VP; provide status reports to CEO and VP.

Qualifications

- Minimum of a high school education with a preference for two to four years of university and/or trade school, or other administrative training in business, office administration or secretarial services
- Minimum five years of experience as an Executive Assistant, preferably in a similar fast-paced and demanding environment
- Experience supporting multiple executives required
- Must be an excellent communicator – exceptional written, verbal and interpersonal communications skills. Excellent grammatical, editing and proofreading skills
- Extremely organized and detail-oriented, with strong project and time-management skills
- Database experience and Web-savvy
- Strong research skills

- Proficiency in MS Word, Excel, Outlook and PowerPoint is required. Salesforce CRM preferred
- Working knowledge of office and administrative procedures, including office machines and computer hardware/software
- Professional voice and appearance matching executive presence
- Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the office
- Strength to lift and carry materials weighing up to 20 pounds
- Vision to read printed materials and a computer screen
- Hearing and speech to communicate in person and over the telephone

Traits of a Successful Executive Assistant

- Motivated self-starter with positive attitude and unflappable professionalism under pressure
- Service-oriented with a “can-do” attitude
- Ability to handle confidential and sensitive information
- Strong analytical, problem-solving and teamwork skills; able to effectively prioritize projects and manage expectations
- Solid judgment with high standards of accuracy, responsiveness, integrity and discretion
- Ability to work well under deadlines and in high-pressure situations
- Has a high level of interpersonal savvy and is able to build effective relationships with all people inside and outside the organization
- Ability to define and manage several projects simultaneously; great follow-up skills
- Advanced knowledge of office procedures, organizational systems, and general office equipment
- Ability to work in a collaborative team setting, and receive and provide constructive feedback
- Ability to deal with ambiguity and successfully function during times of uncertainty and changing priorities
- Sense of humor (we like to work hard and have fun)

About Nyhus

We are a dynamic, results-oriented strategic communications and advocacy firm with a global view and a growing list of world-class clients. With headquarters in Seattle and an office in Washington, D.C., Nyhus is a smart, strategic, collaborative and well-connected firm that operates at the intersection of business, government and the community. We work hard and deliver exceptional results for our clients. Included on Seattle Business Magazine’s annual list of Washington’s Best Companies to Work For, Nyhus is regarded as the up-and-coming agency in the Pacific Northwest. This is a unique opportunity to join a growing firm poised for rapid growth.

To Apply

To apply, please send your cover letter, resume and three references to careers@nyhus.com, indicating in the subject line the position for which you’re applying. We respectfully ask that you refrain from calling about your application. We will contact you if we see a good fit. Thank you for your interest in Nyhus.