



Job Description

Job Title: Executive Assistant
Reports to: VP, Channel Manager
Location: Atlanta
FLSA Status: Exempt

Summary

Provides administrative support to the executive office by performing the following duties:

Essential Duties and Responsibilities

- Prepares routine and advanced correspondence including letters, memoranda, and reports.
- Types letters, memoranda and reports from drafts and proofreads and reviews documents for grammatical and numerical errors.
- Schedules meetings, appointments, rooms, equipment, or other resources.
- Builds effective itineraries and coordinate travel arrangements.
- Conducts research in preparation for meetings with creative talent (i.e. actors, producers, movie reviews, etc.).
- Prepares presentations, reports and other documents.
- Prepares, gather and circulate assets (i.e. agendas, videos, ratings reports, etc.) for weekly or ad hoc meetings.
- Answers telephone calls, takes messages, responds to questions and directs callers to appropriate parties.
- Maintains, updates and creates databases and/or database information.
- Conduct and manage logistical outreach with external partners and/or clients to request materials and information.
- Compiles and files correspondences, records, documents and reports according to an established system.
- Manage confidential and time sensitive material.
- Assist with creation of PowerPoint presentations.
- Manages inventory and approves office supplies.
- Handles the maintenance and replacement of office equipment and phones.
- Reviews and reconciles invoices related to general office expenses.
- Creates and manages expense reports.
- Organizes offsite events including reserving venue, hotel accommodations and agenda.
- Provide additional support to Aspire executive team when needed.
- Performs other related duties and tasks as necessary or as assigned.

Education/Experience

- Bachelor's degree (B.A.) or equivalent from a four-year college.
- Prior experience supporting high-level executives required (i.e. VP and above).
- Experience working in a high-volume work environment.

- Ability to use diplomacy when communicating with internal/external partners and clients.
- Must have prior experience and knowledge of media and entertainment.
- Must be well-organized, analytical and detail oriented, with ability to multi-task in a service/client-oriented atmosphere.
- Must have excellent interpersonal skills, excellent written and oral communication skills, ability to work independently and as part of a team.
- Must have ability to work with and maintain confidential information and must demonstrate sound judgment.
- Must be able to maintain composure and professionalism under pressure and under deadlines.
- Must be proficient at Word and Excel and PowerPoint.
- Experience in handling a wide range of administrative and executive support related tasks and ability to work independently with little or no supervision required.

Computer Skills

To perform this job successfully, an individual should have knowledge of the Office Suite including word processing software; spreadsheet software; and internet software.

Certificates and Licenses

No certifications needed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Application Process

To apply, submit your resume to Human Resources at <https://app.trinethire.com/companies/183-uptv/jobs/5843-executive-assistant>.

For information on our company, visit www.aspire.tv.