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# EXECUTIVE ADMINISTRATOR

NEW YORK, NEW YORK



## Job Overview:

AREA15 is seeking an enthusiastic, energetic, and highly organized Executive Administrator to support executives in our New York City midtown office. This individual would be responsible for meeting coordination, front-line support of incoming phone and email communications, tactical support for internal meetings and business development discussions, as well as other administrative tasks.

The ideal candidate is expected to have exceptional interpersonal, written and verbal communication skills. Experience with common productivity tools is required, and the ability to do basic graphic manipulation is highly desired.

## Responsibilities and Duties:

### Executive Administration:

- Support the COO, CTO, Marketing Executive, and other executives by facilitating meeting coordination utilizing Microsoft Outlook.
- Maintain a repository of critical files and documents digitally and physically.
- Respond to incoming inquiring to AREA15 and/or executives via email and telephone.
- Ensure that executives' expenses are processed accurately and expediently.
- Become familiar with each executive's role and responsibility and support accordingly.
- Coordinate travel, accommodations, and meeting schedules for executives



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## Meeting Support:

- Conduct research prior to a meeting to brief executives on attendees, business interests, etc.
- On occasion, this individual may be asked to join meetings to take notes and to provide input to executives following the meeting.
- Work with technology team to set-up all required devices (cameras, screens, etc.) to ensure the efficiency of meetings

## Other Support:

- Basic manipulation of graphic images for marketing purposes
- Support for events and other corporate gatherings

## Qualifications:

- Minimum 5 years experience in an administrative or similar role
- BA or similar college degree
- Exceptional written and verbal correspondence and communication skills
- Experience with Microsoft Suite (Outlook, Word, Excel, Powerpoint), Hubspot a plus
- Extremely organized with attention to detail
- Effective time-management skills
- Creative and proactive thinker and problem-solver
- Team Player with a collaborative work approach, yet ability to work independently
- Comfortable in creative, entrepreneurial environment, and ability to deal with continual change in the workplace.