



## Administrative Assistant

#MakeItHappen #RED

Merlot Marketing is a national, award-winning, full-service agency specializing in branding, public relations, social media, advertising, and media planning and buying. We are proud of our creative achievements, successful PR.0 campaigns and client growth, longevity and partnerships.

We are looking for a sharp, passionate, self-motivated, fastidious and fun individual to join our team and to help contribute to our continued success. Our ideal candidate will be resourceful, detail-oriented and willing to pitch in whenever – and for whatever – necessary.

### POSITION OVERVIEW AND OBJECTIVES

The **Administrative Assistant** reports directly to the President/CEO and key executive(s). This team member performs standard and advanced administrative duties, under limited direction relieving the executive team of administrative type functions to increase time available for key business development and management responsibilities. This team member works proactively to support new business development activities of the agency to include research, meeting scheduling and preparation, proposal support, PowerPoint presentations, thorough follow-up, and more.

### Key Areas of Responsibility

- Manage executive team's schedule
- Manage all aspects of the executive team's calendar including support materials for appointments and meetings
- Responsible for key correspondence and meeting set-up with Strategic Alliance Partners (SAPs), clients, new business prospects, vendors, attorneys and more.
- Assist with agency marketing outreach as needed, i.e., social media posting, email marketing, etc.
- Support executive team with key projects
- Support HR coordination with HR partner/vendor and internal facilitation with team

- Facilitate the set-up of new business and supplier meetings by ensuring readiness of the meeting rooms (visual aids and displays, presentation materials and hand-outs, audio/visual, and computer equipment, snacks/beverages) as well as follow-up and confirmation calls/emails of all meetings
- Manage meeting notes and action items when applicable
- Coordinate travel for team including flights, hotel, ground transportation, etc.
- Excellent grammar, writing, copyediting, proofreading skills
- Ability to multi-task in a fast-paced environment and maintain a professional, positive attitude
- Communicate agency philosophy internally/externally– perform to agency standards
- Cultivate client relationships and value by communicating clearly, concisely, effectively and being proactive, not reactive to agency and client needs
- Add value by being open and transparent with recommendations and improvements to agency's policies, procedures, platforms, etc. to help the us be more efficient and effective
- Set appropriate expectations and timelines both internally and externally
- Consistently meet all deadlines
- Provide the highest level of client services and professionalism to clients and agency team
- Support overall needs of the agency

## **QUALIFICATIONS + REQUIREMENTS**

- Receptionist / Administrative / Office experience a must
- BA or BS is preferred
- Exceptional writing and communication skills
- Experience in AP writing style or proficiency within first 90 days
- Basic knowledge of traditional and digital/social media channels
- Proficient with computer programs needed to execute the job functions effectively
  - PowerPoint, Word, Outlook, Excel, Microsoft Teams, video conferencing (Zoom, etc.), CRM platform(s), etc.

## **LOCATION + TRAVEL**

Merlot Marketing currently employs a hybrid work model enabling team members to work remotely; while working, meeting and collaborating in person as often as needed. This position will work remotely, but will be required to travel in support of the executive team.

## **SUMMARY**

This is a part-time, hourly position with opportunity to move into full-time. Full-time positions include health benefits and 401k and matching with potential for advancement within the company. Salary dependent upon experience. Qualified candidates please email a resume, cover letter and salary requirements to **Debi Hammond** at [debi@merlotmarketing.com](mailto:debi@merlotmarketing.com).

Be sure to write **Administrative Assistant** in the Subject Line. Equal Opportunity Employer.