

Personal Assistant to Shareholder

Candidate experienced in handling a wide range of administrative and executive support related tasks. Ability to work independently with little or no supervision. Must be exceedingly well organized, flexible and enjoy the challenges of supporting diverse clients, professionals and practice areas.

The ability to interact with staff (at all levels) in a fast paced environment, being proactive, resourceful and efficient, with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability and attention to detail are equally important.

**MUST HAVE:**

- 5+ years experience supporting at the executive or partner level
- Excellent calendar management skills, including the coordination of complex executive meetings
- Experience assisting law firms or executive managers with the creation of PowerPoint presentations
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook, internet research, billing systems; and case management software
- Experience scheduling professional deadlines in multiple jurisdictions
- Support experience in a legal, professional services

**STRONGLY PREFER:**

- Experience in government, sales and marketing environments
- Experience successfully creating and/or implementing efficient business processes
- Bachelor's or college degree

Duration: Part-time flexible

Location: Downtown, Sarasota, FL

\*\*\*\*\*

**The Executive Assistant will:**

- Be responsible for heavy calendar management, requiring interaction with both internal and external executives, attorneys, politicians and assistants, as well as consultants, to coordinate a variety of complex meetings and public hearings
- Answer phones and direct all incoming calls and inquiries to appropriate party promptly and efficiently to Shareholders. Assist shareholder and attorneys with preparation of presentation materials
- Review and summarize miscellaneous reports and documents; prepare background documents and outgoing correspondence, marketing, and media & mail as necessary
- Assist in pipeline/forecast preparation and management
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
- Arrange travel & business meeting & event schedules and reservations for shareholder as needed
- Work closely with project and marketing teams to coordinate and launch hard copy or email campaigns to consultants, clients and al clients