



Personal Assistant 1

Job summary

The ideal [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) will be responsible for providing administrative support to ensure the efficient operation of the office appearance and readiness, including the control and coordination of expense reports and travel arrangements of the CEO & President, and Board of Directors. From scheduling client meetings to communicating between departments, the ideal candidates will be responsible for completing multi-level tasks in a professional and timely manner.

Responsibilities

Answers/respond to incoming telephone calls promptly. Directs phone calls in a friendly and professional manner to recipients.

warmly welcomes visitors; determines the nature and purpose of the visit and directs or escorts them to the specific destination.

Manages the reception area appearance which includes monitoring the office lobby.

Functions as administrative support to the company and ensure needs are met and great service is provided.

Brings concerns and solutions to the attention of the CEO & President as needed.

Receives deliveries; picks up, sorts, and delivers incoming mail.

Schedules meetings for the CEO & President and other members of the leadership team daily.

Takes inventory of office supplies and orders to restock as needed.

Manages the breakroom supplies, dishes, and cleaning as needed.

Organizes the travel requests of the CEO & President and reserves airfare, hotel, car, etc.

Communicates with the Board of Directors and coordinates the full life cycle arrangements for their meetings from arrival to departure.

Performs reasonable personal or ancillary tasks and shopping for CEO & President.

Organizes and controls the expenses of the CEO & President.

Maintains the readiness and the calendars of all the meeting rooms.

Assists in event planning as needed by the direction of the Associate Office and People Manager.

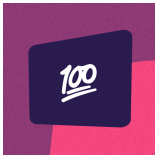
Promotes a safe work environment and appropriately reports any safety concerns.

Attends and participates in meetings with the building as needed.

Requirements

Bachelor Degree-Preferred.

3 to 5 years of proven experience working in a fast-paced environment in an administrative capacity, interfacing



internally and externally.

Strong organization skills, and ability to manage multiple tasks simultaneously.

Punctual with good attendance history.

Analytical and problem-solving abilities with keen attention to detail.

Proficient with Microsoft Office suite (Outlook, Excel, PowerPoint, Word)

Ability to function at a high level with minimal supervision, stay organized and adjust to constantly changing priorities.

Expected to work longer hours from time-to-time as business demands may require.

Personal Assistant 2

Job summary

The [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) performs all administrative and clerical duties in connection with supporting the department. The [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) provides responsive and high-quality services in a high-pressure, dynamic environment and consistently demonstrates a strong sense of accomplishment in collaborative efforts to meet the needs of the department. The [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) works directly with the Executive Assistant to the Vice President in the planning, execution, and communication of their responsibilities and often handles confidential cost/expense or business-related information with professionalism and integrity.

Responsibilities

Work collaboratively with Executive Assistant and business partners

Take overflow phone calls for staff, provide computer system backup, and cross-train in all administrative duties within the department

Significant part of the day is meeting the coordinator for project workgroups; travel scheduling for operations audits, system rollouts/upgrades and training; policy development and updates; and workgroup/committee meeting minutes, and meeting support

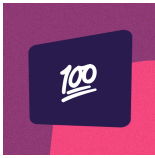
Requirements

3 or more years of [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) experience required

1 or more years of information systems experience preferred

High School Diploma/GED required

Personal Assistant 3



Job summary

The [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) will support General Manager. The ideal candidate will be a career administrator who has extensive experience with calendar management, scheduling, planning, and creating presentations.

Responsibilities

Coordinate, plan, and support tasks such as basic investigation tasks, oversee agreements, and support alignment with internal stakeholders

Liaise with other PAs in the office and act as a liaison between the CEO, Chair, and other executives

Handle travel arrangements, booking meetings, tracking agendas, and expense reports, and maintain a high level of confidentiality

Conduct research studies, and proposals, and provide background information

Handle presentation creation, materials, and proofreading documents

Drive collaboration with internal stakeholders

Requirements

Bachelor's Degree preferred, not required

Possess at least 3 years of experience

Strongly proficient using Microsoft Office: Outlook, Word, PowerPoint, Excel & Inanity

Be service/customer service-oriented

Strong attention to detail

Ability to work independently and able to challenge

Personal Assistant 4

Job summary

Seeking to hire a [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) for our CEO. The CEO will need an independent and resourceful assistant to support him in both his professional and personal life. If you embody these characteristics and are looking to join a company with a positive environment, great benefits, and a team of bright, motivated professionals; this is the position for you!

Responsibilities

Anticipate the needs and address issues before they arise

Maintain highest level of confidentiality

Receive & make phone calls



Manage email & type correspondences

Coordinate calendar

Process Mail (personal and business)

Maintain files & archives

Coordinate travel; domestic & international

Handle all incoming charity requests

Process all personal & charity payment

Requirements

Ability to follow up and work independently

Exceptional attention to detail

Manage day to day activities, time commitments & priorities as needed

Simple accounting knowledge

Ability to wear many hats and understand which tasks should be prioritized

Proficient in Microsoft Office suite

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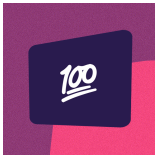
Job summary

Under general guidance, provide support to Manager and management and their clients. This support includes responsibility for the daily coordination of account administration for personal trust and agency relationships. Maintain accounts by initiating a range of account activity, monitoring account records to ensure accuracy and completeness, and responding to client inquiries. Assist the Manager in developing additional business, preparing client presentations, and coordinating with internal partners. Work with Relationship Managers to ensure adherence to standards and regulatory requirements. Working directly with clients and internal partners to solve problems and provide superior customer service.

Responsibilities

Coordinate all aspects of daily account administration for personal trust and agency clients. Monitor situations to ensure prompt action. Interact with Relationship Managers and internal partners to coordinate daily client activity, oversee transaction processing, document services provided, handle inquiry resolutions, and obtain appropriate documentation. Provide general administrative and sales support to the Manager and management. Administrative support may include scheduling, correspondence, reporting, and other projects as assigned. Sales support may include monitoring and updating internal systems, reporting, and preparing sales presentations and client materials as necessary.

Use online deposit and trust systems to obtain vital customer information including but not limited to: opening and closing accounts, overseeing account distribution, documentation of discretionary payments and account reviews, and



cash processing (bill payment, wires, ACH, etc), as well as performing various other service requests.

Work directly with Personal Trust clients in partnership with Relationship Managers and internal business partners to answer complex questions and solve operational issues while providing superior customer service.

Maintain a basic understanding of relevant tax laws and legal requirements applicable to trust administration to assist in resolving client issues as they relate to the trust agreement.

Requirements

Associate's Degree or equivalent combination of education and experience in Business, Finance, Accounting, Paralegal, or related field, Required

2-4 years office experience.

Personal Assistant 6

Job summary

Provides high-level administrative support for senior executives and assigned staff in a fast-paced environment. Relieves the executive of administrative-related functions to increase the time made available for executive-level responsibilities. Coordinates business unit activity with executive, requiring independent judgment, initiative, and organizational and relationship-building skills. Maintains company and individual confidentiality, as working in this role provides exposure to sensitive information on the company, its products, and its policies and strategies; this requires frequent access to highly confidential and critical information. Manages schedules, and arranges appointments, travel, meetings, and conference calls with competing priorities and deadlines. Remains knowledgeable of business unit's initiatives and how the activities relate to other departments and the importance of the strategic plan.

Responsibilities

Plans, schedules, and facilitates details for meetings and seminars both internally and offsite, including event budget, logistics, and final planning/execution.

May provide direction and oversight to associate-level assistants in the delegation of travel reservations for the Executive and Leadership teams.

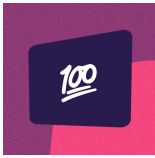
Prepares expense reports (which may include currency conversion), reconciles corporate credit card statements, and prepares various forms such as purchase requisitions and check requests to expedite processing and payment.

Collaborates with various staff, multiple departments, and other executive assistants daily on behalf of the executive, and when working on and completing assigned projects.

Prepares routine and advanced correspondence including letters, memoranda, and reports (which may include graphs and/or charts) and distributes to appropriate parties.

Oversees and provides direction and coaching support for associate-level assistants.

Learns business-unit-specific software which may be required to support ongoing initiatives.



Requirements

A high school diploma or successful completion of the General Educational Development (GED) test.

In addition to the education outlined above, at least five years of progressively responsible experience in an administrative or executive assistant capacity is required, preferably in support of a senior-level executive.

Personal Assistant 7

Job summary

We are looking for a responsible [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) to perform a variety of administrative and clerical tasks. Duties of the [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) include providing support to our managers and employees, assisting with daily office needs, and managing our company's general administrative activities. [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) responsibilities include making travel and meeting arrangements, preparing reports, and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment.

Responsibilities

Answer and direct phone calls

Organize and schedule appointments

Plan meetings and take detailed minutes

Write and distribute emails, correspondence memos, letters, faxes, and forms to clients

Assist in the preparation of regularly scheduled reports

Develop and maintain a filing system

Update and maintain office policies and procedures

Order office supplies and research new deals and suppliers

Provide general support to visitors

Act as the point of contact for internal and external clients

Requirements

Knowledge of office management systems and procedures

Working knowledge of office equipment, like printers and fax machines

Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)

Excellent time management skills and the ability to prioritize work

Attention to detail and problem-solving skills



Excellent written and verbal communication skills

Strong organizational skills with the ability to multi-task

Personal Assistant 8

Job summary

The [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) performs a variety of administrative tasks under the direction of the Company's President and Vice President.

Responsibilities

Creates time efficiency for President and Vice President by analyzing, prioritizing, and/or responding to communications and requests; acts as a liaison for President and Vice President

Researches develops and implements action items under the direction of the President or Vice President to complete projects and accomplish Company goals

Prepares and organizes internal and external corporate documents including executive summaries, financial statements, and correspondence

Assists with preparation for high-level meetings

Manages calendar, project and task list, and travel itineraries for President and Vice President

Delegates tasks to appropriate staff to complete projects and tasks

Performs other duties as needed

Requirements

Exceptional attention to detail and a self-starter

Ability to maintain a high degree of confidentiality

Ability to organize and manage large amounts of data and information

Ability to adapt to fast changing work environment

Excellent multi-tasking and prioritization skills

Excellent communication and interpersonal skills

Proficient in Microsoft Office Suite; ability to become familiar with different software and programs

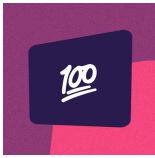
Proficient in Adobe Photoshop, Acrobat, and InDesign (Preferred)

Team player

Education and Experience:

Bachelor's degree (Required)

2 years administrative experience reporting directly to senior management (Required)



2 years office management experience (Preferred)

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Job summary

The [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) performs standard, advanced, and confidential secretarial duties requiring broad experience, skill, and knowledge of department policies and practices for a department executive. Responsibilities are performed under general supervision.

Responsibilities

Manages and maintains calendars, schedules meetings, and makes travel arrangements; gathers files or materials for meetings.

Answers incoming telephone calls and greets office visitors and determines whether they should be given access to specific individuals; evaluates requests and routes inquiries to the appropriate department personnel.

Types and formats complex forms, letters, reports, and other materials, usually requiring familiarity with specialized terminology, working from rough draft, dictation, and/or dictating equipment; proofreads completed work to check for correct grammar, spelling, and to ensure proper formatting is used.

Reads and analyzes incoming memos, submissions, and reports to determine their significance and plan their distribution; prepares responses to correspondence containing routine inquiries.

Establishes and maintains paper and electronic filing systems for records, correspondence, and other material.

Attends meetings in order to record minutes; compiles, transcribes, and distributes minutes of meetings.

Coordinates activities, such as budget preparation, personnel records maintenance, benefits administration, housekeeping and maintenance, and supply requisitions.

Opens, sorts, and distributes incoming correspondence, including faxes and emails.

Conducts searches of paper and electronic files to find needed information; locates and attaches appropriate files to incoming correspondence requiring replies; researches documents and files as necessary.

Prepares agendas and makes arrangements for various meetings as necessary.

Prepares invoices, reports, memos, letters, and other documents using word processing, spreadsheet, database, and/or presentation software.

Conducts research, compiles data, and prepares documents for consideration and presentation.

Establishes and oversees administrative procedures related to secretarial and clerical operations.

May perform lead worker responsibilities, including providing general guidance and instruction, assigning and reviewing work, coaching, and training, and providing input to the supervisor on staffing decisions and performance management.

Performs other responsibilities as required or assigned.



Requirements

High School Diploma or GED/HiSET

Four years of progressively responsible experience in office assistant or secretarial positions.

Personal Assistant 10

Job summary

We seek a [Personal Assistant](https://100hires.com/personal-assistant-job-description.html) to support the firm's partners in several day-to-day activities, as well as perform certain marketing and business development duties.

Responsibilities

Provide personal and operational support to the firm's partners.

Develop a comprehensive understanding of the firm's service offering.

Contribute to the firm's marketing and business development efforts.

Attend networking and marketing events, conferences, and trade shows.

Interact with the firm's professionals, prospects, and clients.

Perform certain social media and content marketing tasks.

Requirements

Confident and poised attitude in internal and external interactions.

Outgoing personality and ability to attract and filter leads.

Exceptional oral and good written communication skills.

Ability to maintain the highest level of confidentiality.

Proficiency with office productivity tools.