

## **POSITION TITLE**

Business Assistant

## **JOB DESCRIPTION**

Looking for a full-time (or possibly 30/hrs week) Business Assistant to work shared time among three principal executives of highly successful small businesses in Austin, TX. The position is remote; however, living in/around the Austin area is preferred, but not required. There may be occasional requests to come to an office, etc. for meetings, etc.

## **JOB SUMMARY**

The executives and their respective companies do business with domestic and international clients in the energy, water, land management and national security sectors. They specialize in strategic advising; regulatory markets; access to capital; and public relations.

The three executives all require the same type of office support to include scheduling, invoicing, file organization, power point support, and occasional basic research. The position requires the highest degree of integrity and trust given the expectation of working closely with both the financial and operational aspects of the businesses.

## **RESPONSIBILITIES & DUTIES**

- Scheduling and coordinating meetings
- Keeping calendars up-to-date
- Making travel arrangements
- Gathering and organizing expense receipts
- Invoicing clients
- Enhancing power point slide decks
- Occasional basic research for client projects
- Ordering supplies, books, occasional personal items (ex. glasses), etc.
- Attend occasional meetings (virtually or in person) and take notes
- Interact with partners, etc. on business related activities.

## **QUALIFICATIONS & SKILLS**

- College degree preferred
- High degree of organizational skills
- Attention to detail
- Comfortable with Power point and Excel
- Basic IT familiarity (including Apple)
- Self-starter, motivated, positive attitude, and strong follow-through
- High level of integrity and trust
- Good phone skills and manners

## **SALARY & BENEFITS**

- Competitive compensation at hourly rate
- Contract employment (1099)
- Flexible sick time and vacation time

## **To Apply**

Please send an email to [Mandell.busassist@gmail.com](mailto:Mandell.busassist@gmail.com)