

Location

Austin, Texas

Organization

Strategic Partnerships, Inc.

Position

Executive Assistant to the CEO

Job Description

Strategic Partnerships, Inc. (SPI) is a decades old national B2G business development, research and governmental relations firm that specializes in the U.S. government marketplace.

RESPONSIBILITIES

- Office management oversight
- Assists CEO extensively and others as needed including general office work, answering phones lines, typing/drafting, filing, ordering supplies, correspondence, sorting and distributing mail, etc.
- Coordinates and manages all travel.
- Manages schedules, meetings and conference calls based on priority.
- Maintain contact databases and sales support documents.
- Prepare materials for CEO and ensure all aspects of meetings are in order.
- Assists with personal matters, as requested.

TRAITS AND EDUCATION

- Graduation from an accredited 4-year college or university
- Knowledge of secretarial, administrative procedures, and knowledge of use and operation of standard office equipment and software applications.
- 6-8 years' corporate experience.
- High level of interpersonal skills to handle sensitive and confidential situations.
- Extremely detail oriented and an ability to anticipate needs.
- Excellent organizational and follow-up skills.

TO APPLY

Email your resume to mnabers@spartnerships.com and lmatisi@spartnerships.com