



Job Description

Avanti marketing group is searching for a unique individual for a combination role as Executive Assistant in conjunction with being a project manager in the print production business on the South Shore.

This person would be expected to manage and coordinate high-level administrative support by handling information requests, scheduling and attending sales meetings, following up with clients and leads, and managing workflow of new design projects.

While there would be some administrative responsibilities, much of this role would be assisting the owner with sales calls, meetings and managing any follow up needs from those business interactions. This role would act as the liaison between the owner and both his internal design team and external clients. This role requires the ability to multi-task and to thrive in a pressure, time sensitive industry.

Duties and Responsibilities

- Answering email, phone and social media inquiries and providing basic company information
- Comfortable taking notes, maintaining files, and organizing documents
- Arranges travel, accommodation, itineraries, and all correspondence related to arrangements as needed
- Plans/organizes and implements events such as meetings, business luncheons, or client dinners
- Prepares reports, presentations, and data, as well as maintaining files, records, and correspondence for meetings
- Acts as liaison on projects with the design team to develop proposals for client projects
- Interfaces with design team for initial setup of client projects and maintaining job files

- Meet with clients to learn more about new project details and give progress updates on existing projects
- Managing expenses and tracking within Excel and Quickbooks
- Other ad hoc projects as needed

Requirements and Qualifications

- Bachelor's degree in business administration or related field preferred
- Three to five years' prior experience in mid- to senior-level administration, business, management, or related field
- Needs to be resourceful and comfortable figuring out solutions independently
- Excellent written and verbal communication skills
- Comfortable with juggling multiple tasks and projects at hand
- Able to organize and manage files, tasks, schedules, and information
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas
- Able to perform all clerical duties, taking memos, maintaining files and confidential information, organizing documents as needed
- Understanding or willingness to learn the pre-press process including knowledge of artwork file prep for final output
- Meticulous, detail-oriented, perfectionist approach to quality control
- Some familiarity with Adobe Creative Cloud Suite (primarily Illustrator, Photoshop, and Acrobat) is helpful but not required
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) and Quickbooks