

### CLIENT OVERVIEW

The client is a global crisis communication firm based in the Chicago area. The firm specializes in crisis management and preparedness, reputation management, board communications, crisis communication training, general expertise in communications and legal communications, governance, and school culture issues.

### POSITION SUMMARY

The Executive Assistant provides administrative support to partners and the Chief Operating Officer. Duties include general office tasks, travel management, and calendaring.

### ESSENTIAL DUTIES

- Provide administrative support to partners and the COO
- Perform data entry functions
- Assist office with general tasks, scanning, copying, mailings, filing, and other projects as assigned
- Schedule flights, hotel reservations and create travel itineraries (including international)
- Set up online meetings (Skype, Zoom)
- Manage Google calendar

### QUALIFICATIONS

- Minimum 2 years experience as an executive assistant or receptionist
- Microsoft Office (Word, PowerPoint, Outlook) efficiency
- Dependable
- Careful attention to detail
- Personable
- Adaptable
- Has a great sense of humor