

Job Title: Executive Assistant (Freddie Laker / Adam Towvim)

Effective Date: November 2021

Status: Contract Employee, Full-Time Remote

Overall Purpose

The Executive Administrative Assistant is primarily responsible for performing a variety of support functions including administrative activities, scheduling appointments and travel, and basic sales support. The overall goal is to free up Freddie and Adam to perform high value tasks for the company and improve their work-life balance.

Technology & Training

The selected candidate must be very versatile in Google Docs, Sheets, Slides, Calendar, and Gmail. The candidate must be tech savvy as we will provide training for Hubspot, LinkedIn Sales Navigator, Slack, and our proprietary sales tools.

Responsibilities

Responsibilities will fall into both professional support duties for Chameleon Collective and administrative assistant in their personal lives.

- ❑ Chameleon Collective Related Duties
 - Manage calendars, schedule meetings, calls and other appointments, resolve scheduling conflicts. Persistent follow up when needed.
 - Answering and screening calls
 - Assist with travel and dining arrangements
 - Assist in planning of meetings and events
 - Monitoring and responding to messages on LinkedIn and/or e-mail.
 - Building customer prospecting lists on LinkedIn or within our CRM tool
 - Adding customers and deals to our CRM tool
 - Generating basic documents or sales materials (training provided)
 - Managing and reporting expenses
 - Documenting hours from workers and creating client invoices
 - eSignature document preparation
 - Prepares basic reports in Sheets as needed
 - Sending holiday cards to customers
 - Online Research
 - Data Entry
- ❑ Personal Life Related Duties
 - Coordinating vendors/suppliers for home maintenance
 - Managing schedules for dining/events
 - Personal travel/holidays
 - Sending gifts
 - Holiday cards

Requirements

- Response time of under 3 hours during working hours on meeting scheduling.
- Excellent written and oral communication skills.
- Professional demeanor
- Strong organizational skills
- Ability to work independently, exercise judgment, and maintain confidentiality
- Must be able to juggle multiple competing tasks and demands
- Capable computer user including tools like Google's office suite and Slack.

Authority

This role reports directly to Adam Towvim & Freddie Laker

Schedule

Monday through Friday 9am - 6pm ET *or* 8am to - 5pm ET

Compensation & Benefits

- End of Year Bonus, based on performance
- An amazing company culture. Seriously, people love it here!