

Executive Assistant Role Description

About Ship and Anchor

Ship and Anchor is in the business of inspiring organizations and people to transform into their best versions yet. We are transformative capacity builders with specialized skill for business development and leveraging strategic communications to drive value.

We value trust, collaboration, culture, relationship, and excellence. As a team of skilled strategists, we leverage our technical expertise and passion for advocacy to help our clients improve their impact, achieve their strategic goals, and gain better positioning in the market. We work with organizations across industries and disciplines, though we prioritize business that serve or market to our four Impact Groups – 1) Current and formerly incarcerated, 2) BIPOC (black, indigenous people of color), 3) Students, 4) Entrepreneurs and small business.

At Ship and Anchor, we believe the true measure of a successful business is one is how motivated, supported, challenged, and overall satisfied its team is. Thus, as an equal opportunity employer, we are committed to providing the best work experience for all our team members.

About the Role

We are seeking an executive assistant with keen business acumen to work alongside a busy company CEO and become an important part of a fast-growing team. This person will be expected to perform a variety of tasks, help keep long-term projects on track, and handle more urgent requirements. An ideal candidate is responsive, thoughtful, self-directed, positive, and seeking a challenging but rewarding role. This role will likely have lots of opportunity for travel and to work in many business industries in both the public and private sector.

Responsibilities

- Calendar management, accounting for day-to-day meetings, calls, and movements, both business and personal
- Communicating with teams and assisting with project management
- prepare reports and/or special projects, which may include data collection, coordination, final copy preparation, distribution, etc.
- Maintaining KPI and other reports
- Facilitating the follow through of business development deals
- Managing and facilitating large volume of email replies
- Reviewing agreements and reports
- Help maintain client and partner relationships
- Incorporate creative approaches to various projects by taking initiative and working independently
- Develop messages and effectively use vehicles to ensure consistent, integrated and comprehensive system of communications

Required Knowledge, Skills, Abilities

- Self-motivated, proactive, and forward-thinking
- Confident personality and capable of being persistent when necessary
- Astute problem-solving and decision-making
- Advanced knowledge of Microsoft Office programs, especially Excel
- Diplomatic and tactful
- Extremely detail-oriented, with strong organizational skills
- Maintain a positive attitude and willingness to work with all team members
- Excellent written and verbal communication skills
- Must be able to effectively communicate with all levels of internal and external contacts
- Ability to work independently and multi-task in a fast-paced environment
- Ability to prioritize competing objectives
- Discrete concerning confidential or sensitive information

Additional Information

Job type: Part-time, with flexible hours

Salary: Commensurate with experience

Apply Below:

<https://bit.ly/SAJobApplication>

If you have any questions about any information in this description, feel free to reach out to us by email at info@shipandanchorbiz.com or by phone at (202) 798-0917.