



# Full Job Description - Executive Assistant

The Colibri Collective has an exciting career opportunity in Phoenix, AZ, for an Executive Assistant that will report to the Chief Executive Officer (CEO).

As the Executive Assistant to the CEO, you will manage a constantly changing schedule of internal and external meetings while juggling a variety of administrative tasks and special projects in an environment of ideation and creativity.

The Colibri Collective is a full-service marketing agency providing a collective of talent with experience and expertise in all things marketing. Servicing a wide range of clients varying from the political, non-profit and education sectors, our focus is to deliver elevated strategies that ignite emotion and, most importantly, results. You will have the opportunity to learn new things every day in a welcoming, creative environment.

## How you will spend your time:

- Represent the organization and CEO through your communications and interactions internally and externally, acting with warmth, respect, and professionalism at all times.
- Manage the CEO's and office calendar; ensure all information is up-to-date, and represented accurately.
- Schedule all internal and external meetings for the CEO; make sure she is prepared before each one and has a process for tracking and implementing follow-ups as needed.
- Conserve CEO's time by researching topics, drafting correspondence, checking emails, initiating communications, and collecting or analyzing data.
- Organize reports on team progress towards projects for continuous quality assurance.
- Support the CEO and Executive Team with invoicing and account management projects as needed.
- Prepare check requests or expense reports and follow through.
- Develop and maintain systems and processes to help maximize the CEO's time.
- Creating action plans and holding our staff accountable to implementing and completing the plans.
- Work with internal team to manage budgets and reconciliations
- Keep track of all billing and responsible for providing CEO with monthly billing
- Keep track that all invoices are accounted for on a monthly basis
- Track and check media invoices and address billing discrepancies with media vendors
- Order office supplies and equipment.
- Coordinate travel arrangements (as needed).

## We're excited if you have:

- Minimum of 2 years serving in an administrative role for a VP, Founder, or C-Suite Executive
- High level of integrity; ability to handle confidential and sensitive information with discretion
- Acute attention to detail and proven track record of in managing a busy calendar while multitasking
- Excellent quantitative and analytical skills; comfortable working with numbers
- Confident in your approach, pleasant with others, and can work under pressure.
- Able to understand assignments and complete them with little to no follow up from assigned leaders
- Organized and innovative in ambiguous situations
- Resourceful and able to work collaboratively
- Exceptional spoken and written communication skills
- Deeply proficient with Google Suites (Calendar, Slides, Docs, etc.) and MS Office
- Account management experience a plus
- Understanding of media advertising and social media sites for business a plus.

## Do you have these skills?

### Organized

You have remarkable attention to the smallest details, meticulous organizational skills. You can manage schedules, inquiries, call logs and desk drawers. You are a gatekeeper, knowing when to pass on calls and when to file them away.

### People-oriented

You're comfortable communicating with all types of people -- from bankers to engineers, techies, and vendors to executives -- and you're a skilled conversationalist. You enjoy interacting with people over the phone. You're warm, welcoming and more than willing to help. You get joy from surprising and delighting the people around you.

### Accuracy

You double and triple-check your work because you know that accuracy is crucial to operating successfully. You pay attention to detail and possess excellent grammar, spelling and proofreading skills.

### Get Things Done

You are a multitasking machine and love ticking boxes. You follow through on every task, no matter how big and take full responsibility for each project you are assigned. You live for hitting deadlines and understand the importance of keeping on schedule. You take initiative on projects from the start and know how to bring people together and get things done.

### Trustworthy and Professional

You are equipped to handle and maintain confidential information. You are excited to learn the ins and outs of the organization so that you can handle any customer service question that comes your way.

## Quick Learner

You are comfortable working in a fast-paced environment and can handle multiple deadlines at once.

## Why The Colibri Collective?

As a customer focused and driven organization, we offer attractive, and competitive compensation.

The Colibri Collective has a fast-paced and entrepreneurial environment, which requires a professional, flexible self-starter attitude.

The Colibri Collective is headquartered in Downtown Phoenix, AZ.

The Colibri Collective does not unlawfully discriminate on the basis of race, color, creed, pregnancy, religion, sex, national origin, age, disability, veteran, marital, or any other protected status.

**Job Type:** Full-Time

**Benefits:** Medical, Paid Holiday, Paid Vacation, Paid Sick Leave, Bonus Incentives

### Schedule:

- 8 hour shift
- Monday to Friday
- Must be able to work on site. Remote work is not available for this position.

**Work Location:** 1425 N 1st St, Ste 100, Phoenix, AZ 85004

**Company's website:** [Marketing & Advertising Agency | The Colibri Collective](#)

**Company's LinkedIn page:** [The Colibri Collective | LinkedIn](#)

**Company's Facebook page:** [The Colibri Collective | Facebook](#)

## COVID-19 Precaution(s):

- Personal protective equipment provided or required
- Temperature screenings
- Social distancing guidelines in place
- Virtual meetings
- Sanitizing, disinfecting, or cleaning procedures in place

Please submit your resume and 3 references, or questions to [info@thecolibricollective.com](mailto:info@thecolibricollective.com)