



Receptionist/Executive Assistant

Summary: The primary responsibilities of this role will be answering telephone calls, meeting and greeting guests, managing executive travel and reservations, processing changes to the executive meeting calendar, handling general inquires, and maintaining an organized front desk. Secondary responsibilities include providing administrative support to the Boxman Studios staff with needs, including but not limited to, scheduling meetings, typing, assisting with catering for meetings, updating phone directories, sending/receiving mail, keeping an inventory of office supplies, and completing other clerical projects as needed or as requested by the executive team.

Competencies/Skills:

- Excellent communication skills both verbal and written; ability to comfortably interact with C-level executives, senior management, high profile visitors as well as other internal or external visitors.
- Strong analytical and organizational skills.
- Demonstrates initiative, is resourceful and proactive.
- Able to manage multiple priorities in a fast-paced work environment.
- Able to maintain confidentiality with regard to visitors and other sensitive information.
- Self-motivated and a team player.
- Must work independently and be resourceful.
- Ability to learn new software programs quickly.
- Ability to fully complete tasked projects as assigned by the Executive Team in a timely manner and to follow up on such projects to fruition.
- Performs research as requested by the Executive Team relating to marketing, sales, pricing, etc.
- Assists and completes other tasks as requested by the Executive Team.

Knowledge:

- Experienced in Power Point, Word, Excel, Microsoft Outlook, Gmail.

Experience and Education:

- 1-3 years of reception experience in a corporate environment
- HS or GED preferred

Other Requirements:

- Minimal travel