



Position: Receptionist/Executive Assistant

Job 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.
- Answer the phone and direct calls and provide leads to BD
- Check in guests and vendors assign badges and have tour release forms filled out
- Perform duties and tasks as it relates to Company's phone administration and assist in the evaluation and analysis of phone vendors and maintenance.
- Perform duties and tasks as it relates to Company's IT administration and assist in the evaluation and analysis of IT vendors and vendor management.
- Assist with On Boarding new employees, set up email, computer, desk and send out introduction to rest of staff.
- Perform duties and tasks as it relates to Company's copier/scanner/fax administration and assist in the evaluation and analysis of such vendors and vendor management.
- Perform duties and tasks as it relates to Company's uniform vendor and assist in the evaluation and analysis of such vendor and vendor management.
- Perform tasks and duties as it relates to employee benefits
- Payroll entry
- Maintain and oversee office, break room, snacks & cleaning supplies and maintain proper inventory of such items.

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- Work with agencies to find people to fill part time and full-time needs
- Track, submit and approve hours for temp workers
- Maintain inventory and collect money for snack purchases
- Shipping via Fed Ex and UPS
- Assist logistics with travel arrangements when required
- Assist Finance with filing, sorting and data entry.
- Evaluate and analyze vendor contracts (i.e. Office cleaning and other services vendor management).
- Assist with meeting scheduling

Knowledge:

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

Experience and Education:

- 1-3 years of reception experience in a corporate environment

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