



# EXECUTIVE ASSISTANT

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## **PARTYMAN CATERING CORE VALUES**

Happiness | Creativity & Innovation | Teamwork  
Authenticity & Care | Work Ethic | Respect & Honesty

## **SKILLS FOR SUCCESS**

- Understands and demonstrates Partyman's Core Values.
- Meticulous organizational skills.
- Exceptional attention to detail.
- Self-motivated with strong initiative.
- Discretion and confidentiality.
- Ability to think strategically and problem-solve.

## **JOB DESCRIPTION**

We are seeking a highly organized and proactive Executive Assistant to provide comprehensive support to our executive team. The ideal candidate will be detail-oriented, possess excellent communication skills, and thrive in a fast-paced environment. This role requires a high level of professionalism, discretion, and the ability to handle sensitive information with confidentiality.

## **PRIMARY DUTIES & RESPONSIBILITIES**

- Provide comprehensive administrative support to the executive team, including managing calendars, scheduling appointments, and coordinating meetings.
- Screen and prioritize incoming communications, including emails, phone calls, and mail, with the ability to respond on behalf of the executive team when necessary.
- Prepare and edit correspondence, reports, presentations, and other documents with a high degree of accuracy and attention to detail.
- Act as a liaison between the executive team demonstrating professionalism, tact, and diplomacy in all interactions.
- Anticipate the needs of the executive team and proactively address them, including making travel arrangements, preparing meeting materials, and managing expenses.
- Manage and maintain electronic and physical files, ensuring efficient organization and easy access to information as needed.
- Exercise discretion and confidentiality when handling sensitive information, including confidential business matters and personal affairs of the executive team.

- Assist with special projects and initiatives as assigned, providing research, analysis, and administrative support as required.
- Represent the executive team and the organization positively and professionally at all times, both internally and externally.

## **JOB REQUIREMENTS**

### Education

- Bachelor's degree preferred, but not required.

### Experience

- Proven experience as an executive assistant or similar role, preferably supporting senior executives in a fast-paced environment.

### Skills

- Exceptional organizational skills and attention to detail, with the ability to manage multiple tasks simultaneously and prioritize effectively.
- Excellent communication skills, both written and verbal, with the ability to interact professionally with individuals at all levels.
- Ability to anticipate needs and proactively address them, demonstrating resourcefulness and initiative.
- Discretion and confidentiality when handling sensitive information, with the ability to maintain professionalism under pressure.
- Proficiency in Google Suite and MacOS.

### Physical

- Standing, walking, bending, and lifting through the shift.
- Ability to lift 25 pounds frequently and independently.

### Other

- Valid driver's license or reliable transportation to work.

## **SCHEDULE REQUIREMENTS**

- Traditional, full-time schedule will be Monday-Friday but may fluctuate seasonally and be based on event bookings.
- Weekend, night, and occasional holiday availability will be required at times

## **COMPENSATION**

### Pay

- Competitive starting compensation and benefits commensurate with experience.
- Pay ranges from \$22.00-\$25.00 per hour.

### Benefits

- 50% health, dental, and vision coverage reimbursement of an individual plan.
- Up to 4% 401k retirement match.
- NYS Paid Sick Leave.
- Paid holidays.
- Paid vacation.

## **COMPANY CULTURE**

- Monthly team building events, team lunches, and Cheers & Chill.
- Milestone and anniversary rewards.
- Employee scholarship opportunities.

#### **EMPLOYEE REVIEWS**

- New Hire Check-in to occur 30-60 days after employment inception.
- Thereafter, reviews occur annually during the Nov/Dec time period.
- Improvement plans and interventions as needed.