



## **Executive Assistant/Office Manager**

PublicRelay is currently seeking an experienced Executive Assistant/Office Manager to support our company and senior Partners and Directors at our Virginia headquarters. Incredible attention to detail, a positive can-do attitude, and an ability to get along with coworkers are all must-have attributes.

Candidates should also be self-motivated, able to work independently, and possess exceptional communication skills. Candidates need to be comfortable routinely interacting with senior-level executives of both foreign and domestic clients.

### **Responsibilities:**

- Leading office operations, including facilities, logistics, supplies, and problem resolutions
- Handling inbound and outbound communications, both written and verbal
- Assisting with domestic and international travel arrangements for individuals and groups, including special client events
- Coordinating and planning all aspects of meetings, conferences, and speaking engagements
- Maintaining significant and ongoing contact with executives inside and outside the company
- Organizing and filing client-related materials and contracts

### **Requirements include:**

- Bachelor's degree in Marketing or Communications; GPA must be over 3.5
- Excellent interpersonal skills
- Ability to work independently as well as within a team
- Superior time management and attention to detail
- Excellent Word, Excel PowerPoint and Outlook skills
- Ability to exercise sound judgment and discretion
- Excellent verbal and written communication skills
- Comfort multi-tasking in a fast-paced environment