

Administrative Assistant - Stakeholder Services

Reports To: Director of Stakeholder Services

Job Overview: This position provides support to the Stakeholder Services team by overseeing and tending to various advertising functions for stakeholders and performing administrative duties for sales and stakeholder benefits. Stakeholder support including tracking and providing data reports, handling guest and stakeholder interactions are also essential functions of this position.

Administrative assistants support the stakeholder services team in organizing and managing their workload. This may include anything from calendar management and answering phones and emails to managing a budget, booking travel according to company policies, and preparing presentations and slide decks.

Responsibilities and Duties:

- Administrative assistant for Director of Stakeholder Services
- Drafts and delivers mass communications with stakeholders
- Update, organize, and manage customer relations management (CRM) including updating and handling of accounts
- Sales team support-project management; creating timelines, gathering materials and ensuring deadlines are met
- Sales team support- contracts, payments terms and general follow up
- Track and supply advertisement data to stakeholders
- Maintain, expand and create methods of tracking sales
- Create and maintain reports for stakeholder services
- Oversee and handle stakeholder benefits
- Tracking the completion of key deliverables and following up on outstanding items
- Additional administrative work as required, including document management and coordination with other administrative staff to ensure processes run smoothly
- Other assigned duties as necessary

Qualifications and Skills:

- College degree in a relevant field preferred or comparable work experience in related industry
- 3-5 years of administrative experience
- Previous experience with CRM or database software preferred
- Proficient in Microsoft Office and Google Suite
- Highly organized and able to manage multiple projects at once
- Independent, resourceful, and confident with great problem-solving skills
- Self-starter with a history of pushing for deadline-driven results
- Ability to creatively write is a plus

Salary Info: Non-Exempt \$19.45-\$21.41/hr;

This position is eligible for benefits including: medical, dental, vision, and life insurance.

For consideration please submit your resume to:

HR@Visitestepark.com

Applications will be accepted through 10/31/2019

We're excited about you if you have:

- Minimum of 3 years of recent experience in an executive support role preferably within a large organization and supporting a team
- You have excellent skills in Google Suite, Microsoft Office and PowerPoint
- You have strong calendar management skills, including the coordination of complex executive meetings and scheduling across numerous contacts
- You take an entrepreneurial approach to task management and take control and manage tasks independently
- You're an effective communicator and can diffuse even high-tension situations with ease