

# NEW ORLEANS COMPANY

**POSITION TITLE:** EXECUTIVE ASSISTANT

**DEPARTMENT:** EXECUTIVE

**ACCOUNTABLE TO:** PRESIDENT/CEO & EXECUTIVE VICE PRESIDENT

**STATUS:** FULL-TIME, EXEMPT

---

**Primary Objective of the Position:**

Provide administrative support to the President/CEO and Executive Vice President in the daily functions of the Executive Office by making logistical arrangements, performing clerical tasks, and coordinating and managing schedules. Will act as the point of contact among executives, staff, clients, member partners, external stakeholders and the hospitality leaders and perform other responsibilities or special projects as assigned.

**Major Areas of Accountability:**

- Prepare, organize, and provide general correspondence and various departmental reports on behalf of the Executive Office to efficiently facilitate operations of the office.
- Coordinate President/CEO & Executive Vice President's travel arrangements and itineraries. Secure flight information, hotel accommodations, rental car, etc. Monitor voice mail messages, emails and regular correspondence during their travels and relay as necessary.
- Answer phones in the Executive Office. Take messages and assist callers with questions and/or issues. Screen calls as needed to optimize time.
- Process monthly credit card billing for the President/CEO & Executive Vice President via the Concur expense reporting system to ensure reconciliations and explanations are returned in a timely manner to the Finance Department for payment. Submit all Executive personal expenses along with proper supporting documentation and receipts for reimbursement.
- Assist with processing of invoices and other various documents as required by the Finance Department.
- Assist with the distribution of staff, board and member communications, etc.

- Schedule and coordinate various meeting as requested. Generate agendas, prepare materials, and secure space to ensure that meetings are organized and efficient. Confirm appointments and update calendars on a daily basis. Coordinate personal and business calendars to avoid scheduling conflicts.
- Set up and coordinate various breakfast, lunch or dinner meetings and reservations and/or attendance at other engagements for the President/CEO & Executive Vice President as requested. Create any presentation materials, as needed.
- Assist in maintenance, organization, and stocking of supplies in the Executive Office area, as well as Board of Directors Conference Room and kitchen.
- Update the internal, client and industry Crisis Communication Plan on an annual basis in conjunction with other teams within the organization.
- Arrange dining reservations, transportation, accommodations (if needed) and other various activities for VIPs during large conventions or meetings, special events and sporting events such as Final Four, IPW, Jazz Fest, WWE etc.
- Assist in the planning of the annual National Travel and Tourism Week parade, luncheon, and all activities conducted surrounding this celebratory week.
- Aid in coordinating sponsorships and attendance for local charitable events and galas.
- Schedule all speaking events, symposiums, and public appearances on behalf of the President/CEO and create any presentation material, as needed.
- Participate in and coordinate training of new team members and interns to the organization.
- Support the Executive Leadership Staff, as needed.
- Perform other responsibilities or special projects as assigned by the President/CEO, the Executive Vice President or Chief of Staff.

**Education and/or Experience:**

Associate degree or equivalent from two-year college or technical school; and three to five years related experience and/or training or equivalent combination of education and experience. Executive administrative support experience a plus.

**Computer & Relevant Skills:**

Must be proficient in Microsoft or similar. Knowledge of spreadsheets and database programs, desired. Mac experience a plus. Excellent organizational and time management skills. Self-starter with the ability to act without guidance.

**Language Skills:**

Possess excellent verbal and written communication. Ability to read and interpret documents and to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**Physical, Mental & Environmental Demands:**

While performing the duties of this job, the employee is regularly required to sit; and use hands to finger; reach with hands and arms; and talk or hear. The employee is required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. Must be able to travel by airplane and operate a vehicle.

The working environment is typical for an office and does not require exposure to difficult or hazardous conditions. This position will require some weeknight and weekend assignments, often on location. Ability to travel including overnight stays. Must work well in a team environment.

**Disclaimer Statement:**

The above is intended to describe the general content of and requirements for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

**Responsibility for Work of Others:** 1 – Seasonal Intern

*New Orleans & Company provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, or status as a covered veteran in accordance with applicable federal, state, and local laws. New Orleans & Company complies with applicable state and local laws governing non-discrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

