



EXECUTIVE ASSISTANT JOB PROFILE

Company Mission

We recover failed payments for small businesses

The Role of Executive Assistant

- This position reports to the CEO
- This position coordinates administrative responsibilities for the CEO

Goals & Expectations

- Communication is proactively taken care of and managed in a system
- Calendar is planned and confirmed according to set objectives
- All projects are on time and managed well

Primary Responsibilities & Tasks

The goal is to handle the details to allow CEO to work on strategic company growth.

- Calendar
 - Organize calendars around 90-day Strategic Projects & Weekly Planner
 - Set & confirm all appointments for CEO
 - Schedule all personal and business travel
- Communication
 - Process CEO's email daily to have inbox at zero by 5pm every business day
 - This means everyone has been responded to within 1 business day, even if it means we will discuss it at a later time.
- Administrative Projects
 - Coordinate details for projects related to the office of the CEO

Candidate Profile:

- You are precise and accurate, but can go with the flow
- You love to accomplish tasks and cross them off your to-do list
- You thrive under structure and in a system, but don't mind changing the system
- You are proactive and continue to work to improve the process



- You communicate well with people from all areas of life
- You follow through and follow up on outstanding items
- You know your way around a computer and new technologies don't scare you
- You are considerate of other people and treat them professionally

Schedule:

The Executive Assistant is a full-time, W-2 employee of Gravy working approximately 40 hours per week. While we have a flexible work environment, we do expect you to be available Monday through Friday, 8:30am to 5:00pm ET for meetings, communication and request you check-in at least every 2 hours during those times. Days in the office in Cumming, GA would be at least 3 days a week. Travel would be limited to approximately 10 nights per year.

Next Steps:

If you're interested in this role go to allgravy.io/jobs and submit your application.