

## EXECUTIVE ASSISTANT – Brattleboro, VT

New Chapter Inc. seeks an **Executive Assistant** to support the Executive Vice President of Sales, Vice President of Sales Operations, and Director of Sales Operations.

### **Job Summary:**

The executive assistant will provide administrative and systematic support to the Executive Vice President of Sales, Vice President of Sales Operations, and Director of Sales Operations. The primary support will be given to the VP of Sales Operations in maintaining her frequently-changing schedule and prioritizing the changes. This key position is the liaison between the Sr. Sales Management team and other depts. Being in a fast-pace work environment, this role welcomes someone who can take the initiative in being a self-starter with little direction. This is not a task-oriented position; it is one that strategically plans and thinks ahead to ensure the needs of the department and VP of Sales Operations are being met.

### **Responsibilities:**

- In the absence of the VP, keep abreast of organizational issues and handle complex situations.
- Composes and prepares confidential correspondence, reports, and other complex documents.
- Prepares spreadsheets and other information for use in discussions & meetings.
- Prepares presentation materials using various software including PowerPoint for meetings, conferences, and high level events.
- Maintains and understands the importance of confidentiality concerning company matters.
- Answers and screens incoming telephone calls, and arranges conference calls.
- Coordinates VP's schedule/calendar & prioritizes the day's events
- Organizes and maintains file system, and files correspondence and other records.
- Greets scheduled visitors.
- Arranges and coordinates travel schedules and reservations.
- Must be able to effectively communicate with all levels of employees.
- Accompany Sales department to various out-of-town engagements including trade shows and sales meetings.
- Take on various projects per the direction of the Sr. Sales Management team.

**Qualifications:**

- Min of 5 years of Executive Assistant experience supporting a high-level executive.
- Intermediate computer skills in Microsoft Word, Excel, Outlook, PowerPoint.
- Able to react to change productively and to perform other essential tasks assigned.
- Excellent oral and written communication skills.
- Superior interpersonal skills.
- In-depth knowledge of company operations.
- Projects a positive attitude.
- Ability to handle confidential and sensitive information.
- Excellent organizational skills; the ability to function in a multi-task environment is essential.
- Quality focused and detail oriented.
- Demonstrate a keen sense of attention to detail, able to work independently, and adapt to changes in priorities in a fast-paced work environment.

We offer an outstanding benefit package which includes medical, dental, & 401(k). Qualified candidates, submit resume to [careers@newchapter.com](mailto:careers@newchapter.com). New Chapter is an equal opportunity employer.