

Job Title: Administrative and Office Assistant

Position Purpose

The Administrative & Office Assistant is a dual role involving administrative assistant to the CEO / CFO and office management responsibilities. The component of this position is responsible for overall front office activities, acting as Administrative Assistant to senior management, organizing staff activities, handling purchasing requests, and facility management of the office suite and building compliance. The ideal candidate is an independent, action-oriented individual with sincerity and integrity, capable of possessing confidential information about our business and management. Effective, pro-active, customer service oriented, and willing to be a change agent.

Essential Duties and Responsibilities

Specific duties and responsibilities include the following but the individual will also be expected to perform all the duties necessary which are customarily performed by a person holding this position. Management reserves the right to alter or amend the job description, responsibilities and compensation at their sole discretion at any time. Other duties may be assigned:

Key Administrative Responsibilities

- Maintain the CEO / CFO calendars (organize meetings, communicate updates, etc..)
- Organize and schedule appointments and meetings and assists senior management with inhouse and outside meetings setup,
- Handling and booking travel agendas and itineraries for senior management (airfare, hotels, transportation),
- Preparing senior management's monthly expense reports as per company policy,
- Plan meetings and take minutes and notes,
- Assist in preparation of regularly scheduled reports,
- Develop and maintain a filing system.
- Special projects as assigned by the CEO or the CFO

Key Office Management Responsibilities

- Answering and direct the office phone and meet delivery staff,
- Direct or assist in planning company events,
- Responsible for management of the office, which includes but not limited to building management communication, safety training, etc.
- Handles office furniture and equipment maintenance including copiers, etc.
- Responsible for the facilities day-to-day operations (such as distributing building access keys and back-up to security access cards, etc.)
- Supervises and coordinates overall administrative and office activities.
- Ensure efficiency and professional environment by supervising housekeeping of office facilities.
- Responsible for arranging internal office moves as directed by the CFO.
- Negotiates the purchase of office supplies and furniture, office equipment, etc., for the entire staff in accordance with company purchasing policies and budgetary restrictions.

- Participates as needed in special department projects as directed by the CEO / CFO.

Knowledge and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skill, and ability required. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to be present in the office and travel.
- Ability to pass a background check and drug screening test.

Education

- Ideally 3+ years' experience working with and supporting Executives and Senior management.
- BA or equivalent years of relevant experience in Business or Communications.

Qualifications & Work Experience

- Trustworthy personality with a high degree of confidentiality
- Highly skilled in communication, both written and verbal
- Analytical skills
- Planning and execution skills
- Ability to work strategically and collaboratively across and up and down the organization
- Methodical skills to facilitate processes, assessment skills
- Project Management experience is a plus

Computer Skills

To perform this job successfully, an individual should have knowledge of:

- Microsoft Office Suite including Excel, Word, and Power Point.
- Experience with project management tools (ex. SharePoint, Smart Sheets, MS Project)

Physical Demands

The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of his/her job. Under the ADA, reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Ability to work long hours on-site during shows.
- Ability to sit, stand, walk up and down stairs, crouch, stoop, and reach.
- Ability to lift up to 25 lbs.
- Ability to travel to shows when needed.

Work Environment

The work environment characteristics listed here are representative of those an employee encounters while performing the essential functions of the job. Under the ADA,

reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Basic office environment
- Basic trade show environment

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Messe Frankfurt, Inc. reserves the right to modify this job description at any time.