

### **Part-Time Executive Administrative Assistant**

Do you enjoy a challenge and thrive in a quickly paced environment? Do you prefer a flexible work schedule and want to work in an upbeat team environment? If so, please check out the Executive Administrative Assistant position open at LinkedSelling!

#### **Overview:**

LinkedSelling offers a multifaceted work environment that values grit and adaptability. This position will allow a flexible work schedule with a lively team within a quickly growing company. Located on Cherokee Street in St. Louis, LinkedSelling promotes its entrepreneurial foundations internally through supporting our employees in opportunities for growth. We value individualism that allows employees to create a work load based on their strengths and interests.

At LinkedSelling, we help B2B companies get in front of dramatically more prospects, generate more leads and increase sales. Alongside LinkedIn, we integrate email, content, webinars and more to leverage short and long term marketing objectives.

#### **Primary Objective:**

To increase executive's effectiveness through handling incoming and outgoing communication, managing certain aspects of customer service, offering daily support to clerical needs, and through proactively completing supportive tasks.

#### **Education/Experience:**

Some college preferred OR 3+ years in administrative role

1. Requires strong internet and computer skills (Microsoft Office Word, Excel, PowerPoint, Gmail).
2. Experience in managing email and online calendars.
3. Experience with QuickBooks is a plus (but not required).
4. 3+ years of project coordination, customer service, and clerical administration

#### **Principal Responsibilities:**

- Practices strong organizational skills in filing, clerical work, and project coordination
- Interacts with all levels of internal staff as well as clients and vendors with strong interpersonal skills
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating meetings and managing calendars.
- Handles misc. customer service requests related to online products and programs.
- Prepares reports by collecting and organizing data, Maintains office supplies inventory
- Maintains client confidence and protects operations by keeping information confidential

#### **Next Steps:**

Please contact Annie Niehoff ([AnnieNiehoff@LinkedSelling.com](mailto:AnnieNiehoff@LinkedSelling.com)) if you are interested in this position.