

Office Administrator / Executive Assistant (Cherokee Street, St. Louis)

Reports to: Founder

Salary: Full time permanent salaried

Note: I am looking for someone overqualified for this opening. If you want your cover letter to stand out, say something about the last position you've held and the last challenge you overcame.

Requirement: You must have experience supporting a leader in a fast moving environment, for a quickly growing company. There will not be a learning period for you to 'get up to speed,' you must be super smart and used to getting more done than the people around you.

Description and details: I have 10,291 emails in my inbox—if you're the right fit for this position your inbox is at zero.

My desk is covered with stacks of papers and business cards—if you're the right fit for this opening, your desk is clutter free.

I have to search in order to find anything (either electronic or paper) – if you're the right fit for this opening, you know where everything is in your life.

I regularly don't reply in a timely manner to my business correspondence and it costs our company money. I hate checking email, VM, and opening postal mail. You should be one of those people who doesn't 'feel right' if all correspondence is not replied to the same day it comes in.

With all this being said, we're a very successful company by most definitions. We run multiple divisions and are considered industry leaders in each. We've been featured in the Huffington Post, Success Magazine, Miami Herald, and lots of other places.

I considered making an MBA a requirement for this position but it's not the degree I am looking for...it is an understanding of business. I want someone who understands businesses quickly. Ideally, you are someone who 'gets' what a business does easily.

Responsibilities, including but not limited to:

- Edit and write documents and marketing materials
- Manage my calendar, email, and voicemail
- Book travel and coordinate materials needed for meetings or speaking gigs.
- Light bookkeeping, invoice generation, and receipt tracking.
- Answering the phone.
- Helping out with things around the office.

- Handle the live chat on our website.
- Field all customer service inquiries related to online sales, webinars, and other promotions.

The Ideal Person

- A gregarious, outgoing person that loves managing up and working closely with clients
- A tenacious 'get things done' person who attacks a project and drives it through completion
- An ambitious 'no holds-barred' kind of person that will work to powerfully grow our business and our client projects
- Pleasant, friendly personality with good customer service skills
- Strong written and verbal communications skills
- Smart, fast learner, creative and proactive
- Very adept at using the computer (if you know that you only have average computer skills, and you've felt in previous positions that you're a bit slower on the computer than others, do not apply)
- Good writing skills (professional tone, good grammar/spelling, ability to grasp concepts and construct documents, editing for formatting and consistency)
- Organized and attentive to detail
- Must be sharp, professional, and self-motivated

We've created a fun, casual work environment with a lot of autonomy and no micromanagement. We are an ethics-driven organization and pride ourselves on having a workplace with open communication and mutual respect.

We look forward to hearing from you!

Please email your cover letter and resume to our hiring team at annieniehoff@linkedselling.com