



Job Title	Executive Assistant
Reports To	CEO

PURPOSE

Training company seeking a part time Executive Assistant to the CEO located in the Montclair, NJ.

Candidate must have excellent communication and organizational skills, multi-tasking abilities, strong attention to detail, good at figuring things out and a self starter. We seek highly-motivated, team oriented, proactive individuals looking to excel in an entrepreneurial environment that values top-quality work and positive contributions to the workplace.

DUTIES AND RESPONSIBILITIES

EXECUTIVE ASSISTANT TO THE CEO

Provide administrative support to the CEO in conjunction with an existing PT Executive Assistant. This position will be responsible for:

- Assist with client calls and emails
 - Capture data and enter into Salesforce
 - Track and initiate follow up
 - Inform OTR team members of action steps
- Organize and update Outlook
 - Update and code contacts in Outlook
- Book and coordinate travel logistics
- Special Projects
 - Support learning of relevant software Basecamp and Excel
- Product Research - Brainstorming sessions
 - Sit in on sessions
 - Record notes from sessions and layout results in comprehensive document
 - Draft and research projects presented in session
- Assist with projects and support for communication with the Board of Directors

- Assist with meetings
 - Schedule meetings and calls (shared responsibility with existing PT EA)
 - Set up for in office meeting
 - Notification if CEO late for call or needs to reschedule
- Assist with OTR projects
 - Notify and track CEO activity and timeline
 - Research to support CEO's project contribution
- Assist with support, emails and calls to the Global Advisory Board (shared responsibility with existing PT EA)
- Assist with Special Projects
 - Influencer Project: Identify influencers and celebrities across key sectors and invite them to an event under the following categories
 - 40 under 40
 - Womens
 - Celebs
 - Media lists

QUALIFICATIONS

The ideal candidate will be a highly motivated self-starter with strong interpersonal and written skills and a strong interest and ambition in learning all areas of communication. Candidate must work well in a team environment, be excellent at multi-tasking, possess strong customer service skills, excellent follow-through and have the ability to handle projects and additional responsibilities as assigned. The candidate must have extensive experience with in assisting others in a business role.

- 3+ years experience as an executive assistant or related areas
- Excellent written and oral communication
- Excellent analytical needs
- Ability to manage time and set priorities
- Good work ethic
- Good teamwork
- Ability to manage workflow
- Likes to learn systems
- Excellent collaborator and ability to work with various key stakeholders
- Can be in team environment while able to work independently
- Looking for a longer term role with a growing company

The ideal candidate will have experience and knowledge of:

- Microsoft Office Suite: Word, Powerpoint, Excel
- Apple Macintosh OS
- Organizational Systems

Any of the following are not required but would be a plus:

- Salesforce or CRM software
- Blue Jeans or virtual conferencing software
- Google Calendar, Drive, Hangouts
- Concur or travel management software
- Basecamp or PM software
- Apple computers

TRAINING

You will be trained in the standards and procedures for Own The Room (Software, processes, custom templates). There will be an in house training in Salesforce and the sales cycle on April 3 - 7, 2017 available for this new position.

As with everyone on the Own The Room team, the Executive Assistant will be expected to participate in our core methodology to develop their communication skills and represent Own The Room products. As coaching and development is core to our business, we will encourage and support this every step of the way.

WORKING ENVIRONMENT

20 hours per week in the Montclair NJ office

Schedule is flexible to set with the following parameters

- Prefer 4 or 5 days a week with time slots during office hours of 9 to 5 pm
 - For example, 5 days a week from 9-1 or 4 days a week from 9-2
 - Ability to change weekly schedule as exception with prior communication
- Occasional option to work from home
- Occasional need to work after hours in cases such as
 - Last minute changes to next day schedule
 - Text reminder for calls outside of business hours
 - Travel logistics question where CEO travelling and time zone is out of business hours

ABOUT OWN THE ROOM

Own The Room is a privately held company based in Montclair, NJ. Founded in 2011 but developed since 2005 by renowned Bill Hoogterp, OTR has grown its footprint across 27 countries and over 100 clients including 15 Fortune 500 companies. Through a series of OTR proprietary public speaking and presentation modules, we can guide you to become a more effective speaker and presenter. Our aim is not to change you or make you a different person, on the contrary, our approach is based on helping you identify your strengths and provide you with the tools and techniques to best leverage those strengths. Our modules can

be tailored to address audiences of over 1,000 participants all the way down to one-on-one coaching sessions. Our active clients include Facebook, LinkedIn, Creative Artist Agency, Siemens, among others of similar scale.

Our approach is simple, our modules are versatile and our company is solid. The secret sauce is the magic that happens when we put it all together.

COMPENSATION

- This is a part time position.
- \$17 - \$22 per hour, commensurate with experience.
- Benefits include:
 - Stock Options in the company, awarded after 3 months of consecutive employment
 - Access to the coaching/development training we provide to our customers.

CONTACT

- Maria Hoogterp, maria@owntheroom.com