

EXECUTIVE ASSISTANT AT BRIMSTONE CONSULTING GROUP

Global consulting company based in downtown Camden, Maine looking for a skilled Executive Assistant to handle a multitude of diverse tasks.

This position will ensure the day-to-day and long-term success of the Managing Founder in business development, service delivery, and management of the firm; at the direction of the Managing Founder, manage day-to-day relationships and work with key vendor partners

- This is a full-time role with benefits; not a consulting-track role
- Based in our downtown Camden office

Responsibilities

- Support the Managing Founder as follows:
- Proactively manage and protect complex schedules/calendars
- Schedule meetings and appointments
- Make and manage travel arrangements
- Draft, format and/or edit internal and external communications such as agendas, memos, emails, and presentations
- Create and process expense reports
- Monitor Managing Founder's email inbox and, when appropriate, respond and/or facilitate follow-up
- Make and coordinate calls with senior level executives and others as directed
- Gather materials and prepare summaries of information as requested
- Support the Firm / Business
- Coordinate with Finance partner to manage payroll, benefits, revenue tracking, collections activities, and other work as needed
- Meet weekly with Finance Partner and Managing Founder to review and update firm financials, and address outstanding issues
- Coordinate with Legal partner to ensure contracts, work agreements, review processes, firm liability and other insurances, and other required support is up-to-date and compliant

Qualifications

- 3-5 years of executive assistant support experience including support for one or more executives, with a bachelor's degree
- A "bagels to boardroom" mindset – willing and able to pitch-in on a wide variety of tasks and help "get the job done" even if those tasks are not detailed in this job description
- Demonstrated success working in a fast-moving, business/entrepreneurial environment
- Excellent verbal and written communication and inter-personal skills
- Excellent organizational skills and attention to detail
- Ability to handle sensitive and confidential situations with diplomacy
- Comprehensive knowledge of Microsoft Office 365 including: Excel, PPT, Word, Outlook, SharePoint, and Teams
- Demonstrated ability to effectively and efficiently manage multiple tasks and complex logistics
- Able to work with minimum supervision; be collaborative and flexible
- Experience working in a professional services firm is preferred
- Experience working with Senior Executives at mid- to large-size companies preferred
- Ideal candidate would also provide day-to-day oversight / management of sales and marketing associate, operations associates working in the Camden office

Job Type: Full-time