



About the job

High-Profile Executive Administrative Assistant - Exclusive Luxury Brand Designer

Are you a talented Executive Assistant who is passionate about Luxury Brands and seeking a Positive Culture with great Work/Life Balance?

We are recruiting for a true RIGHT HAND to assist the Brand President/Head of Corporate Sales for a famous Luxury Brand in Midtown.

This is a HIGH-PROFILE ROLE with heavy EXPOSURE to the CEO.

The ideal candidate is an EXCEL GURU who will bring a Robust Administrative Experience and Proactive Mindset to the Brand.

Key Responsibilities

The Executive Administrative Assistant provides proactive daily office support to the Brand President/Head of Corporate Sales, as well as occasional side support to the Corporate Sales Team via the following tasks:

- Heavy Calendar Management using MS OUTLOOK, Heavy Scheduling of Meetings & Arranging Complex Travel (Domestic & International)
- EXCEL Spreadsheet Creation for Sales Reports, Budgets and Expenses, & Financial Record Keeping for US HQ
- Administrative Support, Communications and Coordination to the PR/Event Planning team
- Marketing & Digital team admin support, especially POWERPOINT Presentations & Social Media Coordination
- Gatekeeper responsibilities including heavy Phone/Email Screening and backup support to Front Desk Reception
- Sales Report updates, maintenance and creation using MS EXCEL
- Travel & Expense Data & Report Management - Bookkeeping & Invoice Coordination with CFO
- Accurate report filing and record keeping for all Retail & Wholesale Partners
- On-Going, ever changing Calendar maintenance & Meetings updates
- Confidential, Discrete, professional correspondence (letters, memos, email, etc.)
- Serve as Retail & Wholesale Coordinator for the Sales team – including Retail Boutique/Wholesale Partner Training & Communications
- Effective travel logistics management for all Retail Boutiques & Wholesale Partners
- Crisis support, management & communications
- Effective budget management – bookkeeping, invoicing, etc.
- Office Supplies, inventory and relevant purchasing management
- Special Projects as assigned & needed monthly
- Miscellaneous Administrative support activities as needed

Ideal candidates will offer the following

Positive Attitude, Positive Mindset & Positive Energy Level
HANDS ON Approach to all duties
Takes ownership of grey areas & tasks that may not be clearly defined
Willing to dive into the weeds to get things done
Ability to think outside the box & offer creative solutions to daily challenges
Capability to juggle multiple tasks, calendars and priorities
Savvy & Confident, yet Humble Demeanor
Reliable, Resourceful, Communicative & Vocal
Common Sense Decision Making
Works with a Sense of Urgency, Pride & Purpose
Hyper Awareness of Details & Deadlines
Ability to sift through Corporate Red Tape
Takes Pride in being an MS EXCEL, MS Outlook GURU
Ability to "Read the Room" and exhibit Effective Listening Skills
Proactive Mindset and ability to stay a step ahead of team needs
Intense Passion for Customer Service, Admin & Support Work
Ability to learn from mistakes and accept constructive criticism
Desire to have a Mentor and be a Mentor to others

**If this is you, apply here today or email your resume to Resumes@OmniChannelCareers.com
or call (212) 729.7700 for immediate review!**

Company offers tremendous Work/Life Balance, Growth, Benefits and Generous Compensation!

You may find more information about our Ecosystem of Career Services by visiting
www.OmniChannelCareers.com