

Executive Assistant

Location: Houston, TX

Employment Type: Full-Time

Salary: \$65,000 – \$80,000 (Based on experience)

About Us:

Conglom Entertainment is a dynamic and innovative entertainment company producing world-class live events, festivals, and productions. We pride ourselves on creativity, collaboration, and delivering unforgettable experiences to our audiences. We are seeking a highly organized and proactive **Executive Assistant** to provide top-level administrative support to our executive leadership.

Position Overview:

The Executive Assistant will serve as the right hand to our executive team, managing schedules, coordinating meetings, handling confidential information, and ensuring smooth day-to-day operations. This role requires excellent communication skills, attention to detail, and the ability to thrive in a fast-paced entertainment environment.

Key Responsibilities:

- Manage and maintain executive calendars, scheduling meetings, travel, and events.
- Act as the primary point of contact between executives and internal/external partners.
- Prepare correspondence, presentations, and reports as needed.
- Coordinate logistics for meetings, including agendas, materials, and follow-up actions.
- Handle confidential and sensitive information with discretion.
- Assist in planning and execution of company events and productions.
- Perform general office management duties as required.

Qualifications:

- 3+ years of experience as an Executive Assistant, preferably in entertainment, media, or events.
- Exceptional organizational and multitasking skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite and other productivity tools.
- Ability to work independently and as part of a collaborative team.
- High level of professionalism and discretion.

Benefits:

- Competitive salary: \$65,000 – \$80,000 (based on experience)
- Health, dental, and vision insurance
- Paid time off and holidays
- Opportunities to attend company events and productions
- Professional development and career growth

How to Apply:

Submit your resume and a brief cover letter highlighting your relevant experience to

[HR@ConglomEntertainment.com] with the subject line **Executive Assistant Application – [Your Name]**.

Join Conglom Entertainment and help us bring unforgettable experiences to life!