

Job Title:

- Executive Assistant

Job Description & Duties:

This is a truly exciting position that will enable you to work directly with the CEO. And the CEO looks forward to working with and learning from you! Being a people person is key for this position.

Visa Business Plans is a fun place to work - but we also take our work seriously. You will juggle a lot of balls in the air, and you can't drop them. If you are good at video games, you already have a critical skillset for the position because you're good at problem-solving in a fast-paced environment.

You will have a front-row seat to what is going on in the company - and, more importantly, where the company is headed. But you will also help shape our future because you will be tasked with advancing and overseeing specific key initiatives and projects.

We are a fast-growing company that requires skillful coordination and execution on all fronts to keep the ship running smoothly.

If you feel that you want to try another position with our company in the future, we'll support you!

The candidate must:

- Support the CEO in a variety of daily tasks
- Supports the CEO on future-focused and high-priority company initiatives and handle assigned projects
- Research, compile, and prepare various data for reports and analysis
- Use judgment, professionalism, and efficient use of appropriate questions to ensure the schedule stays on track and productive.
- Manage employment functions such as job postings, schedule interviews, conduct interviews, administer employment testing, make job offers to candidates, and provide new employee orientations
- Assist with identification of training/development needs, develops and implements training programs
- Convert drafts to presentable format (e.g., Google docs, Word, PowerPoint, Keynote, Excel, etc.)

Requirements:

- Bilingual (English/Spanish) is a must, additional languages are a plus;
- Associate degree in Business Administration or Marketing;
- 1 - 2 years of fast paced office experience;

- Experience with MS Office Suite (Outlook, Word, Excel, PowerPoint, Project, and/or Access). (testing conducted);
- Excellent verbal, interpersonal, and written communication and presentation skills;
- Excellent interpersonal and written communication skills as well as the ability to work well with all members of a diverse college community.
- Experience working with senior executives, and will have excellent computer, organizational, and administrative skills.
- Ability to learn, respect, and contribute to the mission of the company
- Superior writing and proofreading skills.
- Excellent speaking and presentation skills.
- Excellence in the areas of initiative, leadership, and sound judgment.
- Excellent ability to work appropriately with confidential and/or sensitive information.
- Strong critical thinking, problem solving, and decision-making skills.
- Strong project management skills.
- Ability to successfully manage multiple projects and balance multiple priorities while maintaining a positive outlook and to work effectively in a team environment.
- Thoroughness, accuracy, and timeliness in completing essential duties. Extremely detail-oriented.
- Strong organizational and time management skills.
- Ability to work effectively independently as well as in a team setting; ability to effectively receive supervisory direction.
- Excellent customer service and interpersonal skills.

Immediate start, Monday-Friday, 9:00 AM - 5:30 PM, salary commensurate with experience

Contact: Send resumes to 4000 Ponce de Leon Blvd. Suite 470, Coral Gables, Fl. 33146. **No Calls.**