

## Executive Assistant

### COMPANY SUMMARY

Are you ready for an exciting career with a technology firm that is working on cutting-edge products that continually sets the bar for the competition to follow?

Then come join the geoAMPS team and be part of a software-product organization that has a cool work culture, great work atmosphere and amazing growth potential. We are currently hiring an **Executive Assistant** for our office in Powell, Ohio, and we would love to talk with you about your work experience and career objectives.

geoAMPS is the market leader in providing software solutions to manage land rights and infrastructure assets. geoAMPS was founded on a simple notion: offer the best technology solutions while forming lasting relationships with our clients. We are pushing the industry forward by bringing state-of-the-art technology, increased communication and quicker project completions for our customers.

### JOB SUMMARY

Reporting directly to the CEO and COO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO and COO. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### PRIMARY RESPONSIBILITIES

- Plan, coordinate and ensure the CEO/COO's schedule is followed and respected
- Manage an extremely active calendar of appointments
- Completing expense reports
- Composing and preparing correspondences that are sometimes confidential
- Arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings
- Managing calendars in accordance with the other staff
- Works closely and effectively with the CEO/COO to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- Screening and taking calls on behalf of CEO and COO

- Answer and direct phone calls when Receptionist is unavailable
- Work closely with the Hiring Manager to coordinate any interviews that take place at the office.
- Run any errands that may arise

## **SKILLS/EXPERIENCE**

- Strong verbal and written communication skills
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Strong computer and Internet research skills
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and Dropbox is a plus

## **EDUCATION**

- Bachelor's degree required
- H1B visa sponsorships are not available at this time

## **WHAT IS IN IT FOR YOU**

- Being an integral part of a dynamic, growing company that is well-respected in its industry
- Competitive pay based on experience
- Medical, dental and life-insurance benefits

**\*You must be legally entitled to work in the United States in order to apply for this position. geoAMPS is an equal opportunity employer.**