

Executives Consultants, Inc.

Job Opportunity

Position: Administrative Assistant

Location: This position is being offered at the company's main office in Shallowater, TX.

Salary: Salary range \$30,000-\$35,000 based on experience and local market.

Functions: To assist the account executive in the execution of a wide variety of program activities involving clerical, administrative or creative functions on either routine work assignments or special project activities including, but not limited to:

- **Database Management:** Review, update and provide data entry support for customer and client information and subscription databases in FileMaker Pro.
- **Accounting & Bookkeeping Support:** Managing accounts receivable for client organizations and journalizing income deposits in QuickBooks Pro.
- **Communications:** Assisting manager with client services inquiries and email requests. Manage group e-blast communications and group notices via Constant Contact. Manage Facebook, Twitter and LinkedIn messaging.
- **Meetings and Conventions:** Provide data entry for meeting registrants, track event participation and funding and provide onsite event support.
- **General Project and Program Support:** Provide administrative support to company and client programs as needed.

Skills:

- The ability to organize multiple task priorities, coordinate functional activities and communicate progress and results is essential.
- Good computer skills using Microsoft Office are required.
- Knowledge of Adobe PageMaker is extremely useful.
- The ability to type, spell, copy edit and proof own work and that of others is required.
- The ability to understand and follow instructions is critical.
- •Must be a self-starter capable of producing own research, reports, communications and other work products in a Mac OSX environment.
- Must be able to work independently and with other staff and volunteers to assure organizational objectives move forward in a timely manner.

Requirements:

- A bachelors degree in business administration, mass communications, english or journalism is preferred, but experience will also be considered.
- Proficiency in the Mac OSX operating platform and software including:
 - MicroSoft Office Suite
 - Adobe InDesign & Photoshop
 - FileMaker Pro Database
 - QuickBooks
 - Apple Mail
 - iPhoto
- Ability to travel is essential.

- Exceptional communications skills.
- Proficiency in electronic communications methods and technologies.

To Apply:

1. Submit a one-page cover letter with salary history and current compensation requirements.
2. Include a 2-page resume emphasizing experience directly relating to the requirements of this position.
3. Submit items 1-2 in a single PDF document to personnel@assnctr.com.