



PERSONAL/EXECUTIVE ASSISTANT (LOS ANGELES)- FULLTIME

COMPENSATION: DAY-RATE BASED ON EXPERIENCE

MON-FRI WITH SOME EVENING/WEEKEND AVAILABILITY AS NEEDED

START DATE: IMMEDIATE.

SEEKING A DYNAMIC AND MULTI FACETED, EXPERIENCED, WELL ROUNDED PA/EA TO BE THE RIGHT HAND PERSON OF CREATIVE DIRECTOR, MELISSA ANDRE. CANDIDATES MUST ENVISION THEMSELVES AS A "HANDLER" AND BE 10 STEPS AHEAD OF EVERYTHING.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO):

- REPORT TO CREATIVE DIRECTOR , RESPONSIBLE FOR PROVIDING ADMINISTRATIVE AND PERSONAL SUPPORT
- EDIT AND PREPARE DOCUMENTS, LETTERS, EMAILS, AND MISCELLANEOUS ITEMS
- ARRANGE INTERNAL AND CLIENT MEETINGS WITH SALES TEAM, FREELANCE AND CLIENTS, MAINTAIN BUSINESS AND PERSONAL CALENDARS AND SCHEDULING
- SCHEDULE VACATIONS AND TRAVEL INCLUDING FLIGHTS, HOTEL, RENTAL CAR, HOUSE RENTALS, ETC. NEGOTIATE CORPORATE RATES, DISCOUNTS, TRACK LOYALTY PROGRAMS, ETC.
- CONDUCT COMPREHENSIVE RESEARCH ON CLIENTS, PRODUCTS, INDUSTRIES AS A WHOLE, COMPETITORS, VENDORS, AND PARTNERS
- ATTEND INTERNAL AND EXTERNAL CLIENT MEETINGS AS APPROPRIATE (MAY REQUIRE LIGHT TRAVEL)
- THINK CRITICALLY ABOUT CREATIVE DIRECTOR'S NEEDS
- ASSIST CREATIVE DIRECTION WITH IDENTIFYING UNIQUE IDEAS, VENUES, AND ACTIVITIES
- MAINTAIN CREATIVE DIRECTOR'S OFFICE AND HOME
- SUPPORT DAY-TO-DAY OFFICE OPERATIONS
- ASSIST WITH SPECIAL PROJECTS
- GENERAL ADMINISTRATIVE DUTIES, SUCH AS MAKING PROFESSIONAL PHONE CALLS ON BEHALF OF CREATIVE DIRECTOR, EMAILING CLIENTS, AND SUBMITTING EXPENSE REPORTS, ANSWERING CALLS, AND TAKING DETAILED MESSAGES
- PERSONAL TASKS AND ERRANDS AS NEEDED

DESIRED SKILLS AND EXPERIENCE:

- BACHELOR'S DEGREE
- 2 + YEARS OF ADMINISTRATIVE EXPERIENCE SUPPORTIVE BUSY SENIOR EXECUTIVE, ARTIST, OR CELEBRITY
- STRONG MICROSOFT OFFICE SOFTWARE SKILLS (WORD, POWERPOINT, EXCEL)
- ABILITY TO MULTI-TASK
- HIGH DEGREE OF DISCRETION DEALING WITH CONFIDENTIAL INFORMATION
- CREATIVE THINKER WITH A POSITIVE ATTITUDE
- INTEREST IN BUSINESS DEVELOPMENT - A DESIRE TO LEARN AND EXPAND ROLE WITHIN THE COMPANY
- HIGHLY ORGANIZED AND DETAILED WITH THE ABILITY TO FOCUS ON OPERATIONAL AND ORGANIZATIONAL ISSUES
- STRONG WRITING AND COMMUNICATION SKILLS (PERFECT GRAMMAR)
- DEMONSTRATES A TRUE INTEREST IN OUR CLIENTS, THE COMPANY, OUR PARTNERS
- DEDICATED AND COMMITTED TO TOP QUALITY SERVICE AND THE BEST POSSIBLE CLIENT EXPERIENCE
- ABILITY TO MEET EXPECTED DEADLINES AND WORK IN A HIGH-PRESSURE ENVIRONMENT
- MUST HAVE ACCESS TO VEHICLE AND LAPTOP COMPUTER
- EXPERIENCE WITH PHOTOGRAPHY, VIDEO, GRAPHIC DESIGN, PHOTOSHOP IS A HUGE ASSET !



THE POSITION REQUIRES COMMITMENT AND ADHERENCE TO THE BRAND STANDARDS DEMONSTRATED BY MELISSA ANDRE EVENTS INC.

APPLICATION PROCESS

1. EMAIL RESUME AND COVER LETTER IN PDF. FORMAT TO JOBS@MELISSAANDRE.COM
2. INCLUDE LINKS TO INSTAGRAM ACCOUNTS AND/OR BLOG (MUST BE PUBLIC)
3. INCLUDE NAME OF POSITION YOU ARE APPLYING FOR IN THE SUBJECT LINE OF YOUR EMAIL APPLICATION (**PERSONAL/EXECUTIVE ASSISTANT (LOS ANGELES)- FULLTIME**)