



Position Overview
Executive Assistant

The Company: Advantage Sales and Marketing, LLC (ASM) is one of North America's leading sales and marketing agencies specializing in outsourced sales, merchandising, category management and marketing services to manufacturers, suppliers and producers of food products and consumer packaged goods. ASM services a variety of trade channels including grocery, mass merchandise, specialty, convenience, drug, dollar, club, hardware, consumer electronics and home centers. We bridge the gap between manufacturers and retailers, providing consumers access to the best products available in the marketplace today.

The Position: The Executive Assistant (EA) is responsible for providing executive support for Senior Management in a timely, efficient, and professional manner.

Job Responsibilities

1. Executive Support

- Maintains executives' calendars by utilizing electronic scheduling tools and monitoring, coordinating, and reevaluating as necessary.
- Conserves executives' time by reading, researching, and routing correspondence; composition of letters and documents.
- Provides administrative support by preparing and editing communications, making travel arrangements, coordinating meetings, and assisting in facility presentations for Customers and Clients.

2. Office Duties

- Provides office coverage by assisting in administrative duties such as replenishing supplies, managing the mailroom, and phone coverage.
- Maintains a friendly and professional environment by greeting and assisting visiting colleagues, vendors, Clients and Customers.

3. Presentation Development

- Assists with developing presentations by assimilating and compiling specific and necessary data.
- Assists with sales presentations and new Client interview activity by preparing materials as required.

4. Project Management

- Ensures special projects are completed in a timely manner by performing and coordinating appropriate tasks.

5. Meeting Arrangements

- Organizes group meetings by participating in scheduling dates, notifying participants, preparing agendas, and arranging refreshments.
- Acts as recording assistant.

6. Information Gathering and Reporting

- Processes Executives' incoming mail, prioritizing, and categorizing documents for signature, reviewing and disseminating, and maintaining confidential files for document retrieval.
- Keeps proprietary information confidential.
- Serves as liaison between Senior Management, Middle Management, and President.

Required Qualifications

- Minimum two-year college degree or equivalent business school training
- Three to five years executive administrative experience, preferably within the food industry or sales industry
- Ability to work in a fast paced environment while serving as a liaison to department heads, managers, associates, Clients, and Customers.
- Accurate typing speed of 85 WPM
- Ability to exchange information clearly and concisely
- Good verbal and written communication skills
- Highly computer literate with a proficiency in MS Office Suite
- Ability to prioritize and work on multiple tasks with minimum supervision
- Must have strong organizational skills
- Mathematical and analytical skills needed
- Ability to work a flexible schedule as needed

Contact Information: Are you passionate about Service Excellence, Results, Integrity, Entrepreneurial Focus and Leadership? These are our values at ASM. Come learn why "Winning Together" is more than just words on a piece of paper. It is the vision by which we live our mission as an organization: *"To create outstanding value for clients and customers through superior sales execution, operational excellence and innovative marketing services."*

For immediate and confidential consideration please contact:

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Principals only please

Advantage Sales and Marketing, LLC is an Equal Opportunity Employer and values workplace diversity.