



Executive Assistant

Wage information:	Negotiable
Reports to:	VP – Business Development
Education:	Bachelor's degree beneficial
Experience:	5+years similar experience in an executive administration role
Location:	Salt Lake City, UT - no remote office option available
Required travel:	Possible
Date:	Immediately
Correspondence:	E-mail careers@monnit.com only. NO CALLS OR DROP-INS accepted.
Schedule:	Full time: Monday – Friday 8:00am – 5:00pm

Job Description

Monnit Corp is seeking an Executive Assistant to support daily operations in South Salt Lake, Utah. This is a full-time position. This opportunity is a rare find and the successful candidate must possess exceptional poise, polish and the ability to navigate the daily demands of a high energy, fast paced technology company. This is not a high-turnover position and requires someone with staying power, validated past successes, excellent tenure and the ability to assertively attain results.

Responsibilities

Role includes:

- Ability to manage phones, calendars and contacts (Outlook); and the flow of communication
- Coordinate complex travel arrangements
- Provide support relating to executive level activities: coordinate meetings, resolve logistical issues, arrange for support facilities when needed.
- Assist with project timelines and meeting deadlines
- Create presentations
- Record and publish meeting notes
- High-level understanding of products and assist with VP's customers as needed
- Provide personal assistance as needed, i.e. (personal errands, banking transactions, calendar management, purchase gifts, etc.)
- Arrange monthly staff and client luncheons as needed
- Ability to assist executives in entertaining/hosting clients and potential clients at various functions
- "Wear many different hats"

Qualifications

Requirements/Skills:

- A professional demeanor and appearance are required
- Excellent verbal, interpersonal and written communication skills
- Proficient in Microsoft Office Suite; Excel/Outlook/Word/Power Point/Net Suite
- Strong online research ability
- Multitasking and time management skills should be on point
- Ability to anticipate executive needs



- Bachelor's degree preferred. English majors given preferential consideration.
- Must exhibit a high degree of confidence, confidentiality, tact, diplomacy and exercise discretion
- A friendly, team player with a can-do attitude is a must. (If you thrive on rumor mongering or negative energy, do not apply.)

Additional Information

To learn more about Monnit, please visit www.monnit.com. Salary to be determined and is subject to past experience. Please send a resume to careers@monnit.com.