

## **Piccolo Marketing Administrative Assistant**

Do you see yourself as a career assistant, creative thinker, hard worker, and an eager learner? Do you geek out on details, calendar management, organizing, and solving problems? Then don't take another boring assistant job! Piccolo Marketing is a unique group of experts who handle all aspects of marketing, and we are looking for an **Administrative Assistant in Nashville, TN**, who will be responsible for a wide range of administrative and operational support. We are looking for someone who loves administrative work and is passionate about helping others.

Piccolo Marketing is an outsourced marketing firm that works with small businesses. Piccolo seeks to assess where our clients are, where they are going, create a strategy on how they can get there, and then execute the plan for them. A Piccolo Administrative Assistant provides high-level support to assigned members, as well as working on special projects to expand professional knowledge. This can include calendar and travel management, tracking assignments, completion of key deliverables, managing relationships, and more.

### **WHAT YOU WILL DO**

- Schedule and verify participants in meetings and appointments, including making reservations, travel arrangements and accommodations for attendees, and arranging meeting locations and meals where necessary. Prioritize conflicts and adjust scheduling as necessary.
- Prepares, processes and edits operational information, data and documents, including materials necessary for meetings, special projects, etc.
- Research and compile high level/quality reports, proposals, and presentation materials as needed
- Record and distribute assignments of deliverables from calls and in person meetings as needed. Solicit necessary information for completion of requests
- Answer and screen needed executive level inquiries, set priorities, take accurate messages and channel them appropriately
- Maintain, scan, and index various agreement files and documents
- Participate in the planning and execution of events, to include arranging locations, selection of vendors, sending necessary communications, and other functions to ensure events run smoothly
- Manage professional speaker bookings and speaker needs for special events
- Deliver projects on time ensuring quality standards are met
- Highlight potential risks or malfunctions and act proactively to communicate and resolve issues as needed
- Regularly update tasks in our project management platform (Asana) to push information and request additional needs to get your projects completed
- Work closely and effectively with the team to keep them well informed of upcoming commitments and responsibilities, and follow up appropriately

- Build strategic relationships and partner with key industry players, agencies and vendors
- Working and tracking project time as needed to meet deadlines
- Sit in on appropriate company development meetings and offer insight, guidance, and solutions to help drive our businesses towards our goals
- Coordinate and confirm reservations for travel or lodging arrangements to include arranging transportation to and from destinations
- Miscellaneous tasks as needed

#### **WHAT YOU WILL ENJOY**

- Remote work environment with some in person meetings as needed
- Flexible schedule, you set your own schedule and manage your time accordingly
- Team oriented atmosphere of support
- Customized career planning and optional mentorship with our team and CEO
- Unlimited access to Piccolo's internal learning resources

#### **WHAT WE NEED YOU TO BRING**

- A computer, reliable internet access and phone
- Professional image and entrepreneurial spirit
- Positive attitude, high energy and team-oriented
- Strong interpersonal skills
- Strong verbal, written, and electronic communication
- Strong time management skills
- Ability to exercise sound judgement required to plan, prioritize, and organize a significant workload with frequently changing priorities and activities
- Demonstrated assertiveness, with a strong sense of urgency
- Ability to handle confidential information with discretion
- Ability to maintain a professional demeanor at all times
- Ability to work effectively with executive management and the people who support them
- Ability to work independently, disciplined, self-motivated and results driven

#### **PREFERRED QUALIFICATIONS**

- Experience with the following social media platforms including Facebook, Twitter, LinkedIn and Instagram
- Experience with Asana, GSuite, Wordpress and other website platforms
- 1+ years of experience as an assistant at the C-Suite level

If you read to the end of this job description and you're saying, "YES THIS IS ME!!!", then we look forward to talking with you.

## **OPERATIONS UNDER COVID-19**

The onset of COVID-19 caused Piccolo to reassess our growth and trajectory for 2020 and 2021, but with careful management of resources we have continued to expand. The company remains on sound financial footing, and has continued to grow at a sustainable rate throughout 2020.

We have been a remote workplace since our inception in 2014 with limited in person meetings. In March of 2020, we quickly transitioned to a 100% work-from-home stance in response to the threat from COVID-19. We will continue to work in a 100% remote environment until further notice.

As the threat to public health from COVID-19 declines, we will evaluate our return to in person meetings as needed.