

Assistant to CEO Job Description

We are looking for an assistant to our CEO with a variety of professional and personal tasks. We are looking for a responsible & personable assistant looking for an entry-level position at a high growth marketing agency.

What you'll be doing:

- Manage emails and calendars
- Take accurate and comprehensive notes at meetings
- Draft correspondence such as emails and letters
- Help with daily time management
- Plan and manage special events
- Plan travel, including flights, accommodation and ground transportation
- Run errands as requested
- Drive to meetings and events

Skills that will give you an edge:

- Strong interpersonal skills
- Tech-savvy and experience with word processing and email programs
- Active listening and good communication skills
- Proactive approach to problem-solving
- Ability to multitask
- Strong time-management and organization skills
- Strong driving record

Hours: 40-80 hours per month on an agreed-upon schedule.

Salary: \$15/hr+, commensurate with experience and skills

Location: This position is based in Bethesda, MD.

How to apply: Send a resume and cover letter to jobs@681marketing.com

681 Marketing Studio is a business strategy and marketing consulting firm that combines the art of branding and communication with the science of technology and analytics. We specialize in PE/VC-backed and Impact organizations focused on developing marketing content and experiences.