



ABOUT BUSINESS TRANSITION SOLUTIONS (BTS)

Business Transition Solutions (BTS) is a firm dedicated to helping business owners protect their legacies through meaningful Continuity Plans, Business Operations Support, Succession Plans, and guidance on Mergers & Acquisitions. We help business owners communicate, refresh, and implement their business goals and visions. BTS focuses on fostering long lasting relationships with clients. We understand the hard work and risk business owners experience, and our commitment is to be their partner in helping them achieve their goals.

ABOUT THE EXECUTIVE ASSISTANT ROLE

Our growing company is seeking to hire an Executive Assistant who will be responsible for assisting our leadership team in answering phone calls, prioritizing client meetings, preparing documents for meetings, filing paperwork, managing the calendar, organizing project information and data, managing the office, and communicating on behalf of the leadership team members they support.

TO BE SUCCESSFUL IN THIS ROLE

As an Executive Assistant you must exhibit many varied skills and qualifications. At the core, this is a support position, meaning that communications and decision-making are paramount. A few of the specific skills that you must have in order to be successful in this role are as follows:

- **Decision-making:** You must be able to make independent decisions on a daily basis, addressing the best way to handle specific tasks.
- **Communications and collaboration:** You must collaborate with the team to support them and clients on a regular basis.
- **Organizational skills:** Organization and prioritization are the core elements of this role's responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important in a given list.

WHO YOU ARE

- You are someone who enjoys providing administrative support to ensure efficient office operations.
- You are someone who is able to quickly jump in to answer phone calls, provide solutions for the caller or route those calls accordingly, schedule meetings, and support visitors.
- You are someone who can complete administrative projects as they come up.
- You are someone who is all about the team, service, and trust.
- You are someone who thrives in being able to prioritize tasks to the right person, building relationships, and working with multiple software applications.
- You are someone who can look at your day, run it efficiently and effortlessly, owning your tasks through to completion.
- You are someone who enjoys organizing information and appreciates processes designed for operational efficiency and compliance.
- You are someone with a sharp eye for opportunity and a quick mind that sees ways to uniquely solve problems all the while improving systems for the betterment of the team and client.
- You are a quick learner who is great at taking direction and running with it.
- You believe in the pursuit of excellence. Not just getting something done but rising to the occasion and bringing your best to each interaction you have with the team and client.



WHAT YOU'LL BE DOING

- Supporting the leadership team in organizing calendars, creating correspondence, and preparing reports or documents.
- Completing a range of clerical tasks to include (but not limited to) managing calendars, sorting mail, preparing invoices, running errands, ordering office supplies, filing documents, etc. From time to time, you may also be responsible for engaging in event planning and meeting setup and implementation.
- Working in a fast-paced environment managing multiple incoming calls and handling or routing them appropriately.
- Utilizing Microsoft Office applications, Google Workspace, Zoom, Slack, and additional project management software specific to the team throughout your entire day, to include multitasking between each.
- Organizing applicable client meeting notes and information to support the project management team, to include adding within project management software to ensure the team is always up to date on the latest project information.
- Developing a warm and friendly connection with clients and team.
- Opening the office each morning.
- Monitoring office supplies and ordering new stationery, furniture, appliances, and electronics as necessary.
- Assisting all team members to ensure they have what they need at their workstation to work productively and meet deadlines and company standards.

QUALIFICATIONS

- Team player, eager to collaborate with others.
- Exceptional interpersonal and client service skills.
- Strong organizational and analytical skills; process orientated.
- Strong written and verbal communication.
- Ability to work both independently and in team settings.
- Ability to work with strict confidentiality requirements, as well as utilize good judgment in the preparation and distribution of confidential information.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to manage a variety of tasks and prioritize individual workload responsibilities.
- Ability to effectively manage multiple projects and activities on a routine basis with minimal supervision.
- Ability to learn additional software applications as needed.
- Ability to self-motivate and thrive in a complex and rapidly changing environment.
- Must have a sharp eye for opportunity and a quick mind that sees ways to uniquely solve problems all the while improving systems for the betterment of the team and client.