

TITLE: Executive Office Assistant

REPORTS TO: CEO

LOCATION: Chicago, West Loop

SALARY/CATEGORY: Salary exempt full time

ROLE CAPACITY: Administrative

EMAIL RESUMES & COVER SHEETS TO: Jobs@mxotech.com

A fast growing, high paced Chicago based IT Managed Services and Software Development Company located in the West Loop is seeking a friendly and detailed oriented Executive Office Assistant.

You must also be a highly organized, customer service and technology focused individual with a **positive attitude**. You must represent our core values and like to make a big impact behind the scenes.

Do you get great satisfaction from contributing to the overall success of the company? Do you enjoy using technology to automate processes? Do you work well under pressure and always show up with a positive attitude? Then please submit your resume, and a short summary on why you fit this description.

We are selective, so we care more about finding the right person than rushing to hire just anyone. We offer an inviting work environment with health benefits, paid time off, and more.

Our unique company benefits include; great healthcare and dental plan options with BCBSIL, 401k retirement planning opportunities, tax-saving commuter benefits, Divvy bike passes, cutting-edge training opportunities, company lunches and breakfasts, team awards, special company events and celebrations, all in all a modern, cozy, on the edge of the loop type of work environment!

This is an awesome opportunity for someone who:

- I. Wants a company that truly CARES about its employees and clients
- II. Loves a fast-paced, NO DRAMA environment
- III. Is extremely detail oriented and appreciates PEOPLE who take an organized, systematic approach to achieving success
- IV. Likes to contribute ideas and be part of a team of TRUE professionals
- V. RESULTS driven
- VI. Likes to know they are making a big impact behind the scenes

Tactical Work and Responsibilities: Note; this list is the initial list for this position. Other tasks may be added on as the individual's skill level increases and as the position evolves.

- Answer phone to intake prospect calls
- Assist with conferences and events
- Assist sales team with assembling marketing materials
- Proofread RFP's, sales presentations and marketing materials
- General office management to upkeep with esthetics
- Post office/FedEx management
- Internal announcements to staff via dashboard and e-mail
- Coordinate office celebration days & lunches
- Order supplies & snacks
- Answer door & greet guests
- Open and distribute all incoming mail and package
- Client outreach to assist with marketing, events, newsletters, client meetings
- Event planning both internal and external
- Assistant CEO- (calendar management, meeting prep, register for events, and some personal tasks)

Please send resume with cover letter, short summary on why you fit this description and salary requirements

Physical demands:

- Ability to periodically stand or walk
- Ability to bend, squat, climb stairs and lift periodically
- Ability to lift up to 20 pounds occasionally

Skill Requirements:

- At least 2 years of office work and assisting executives
- Data entry and research
- Detailed orientated
- Friendly/Outgoing
- Excellent writing skills
- Valid Driver's License