

Job Title: *Executive Assistant*

Reports To: *CEO/COO*

Office Location: Irvine, CA



Who are we?

Custom Business Solutions was founded in 1994 and has been innovating the hospitality industry ever since. We help hospitality professionals build more efficient restaurants and bars and we need people like you to help make sure their business stays on track. Our dynamic team is seeking a passionate *Executive Assistant* with high level organization and attention to detail. Custom Business Solutions believes that investing in their employees is key to their development and growth.

Job Description

As an Executive Assistant, you will provide high level support and administrative assistance to our top executive in all areas- including being a liaison between departments, leadership and clients when needed. You will work in a fast paced environment with an energetic and innovative team.

Main Job Tasks and Responsibilities

- Respond to all communication (voice/electronic) in a timely manner
- Re-direct customers and vendors to appropriate personnel as necessary
- Provide daily schedule updates as needed
- Prepare proposals as needed
- Schedule and coordinate details for customer/vendor appointments, travel and other calendar needs for the executive
- Any and all assistance required for the executive, or at the request of the executive

Education and Experience

- AA degree or above required
- 5+ years experience in providing high level/executive administrative support to a top executive
- Proficient in relevant computer applications such as MS Office-Excel, Word, Outlook, etc. (other software proficiencies are appreciated and considered)
- Accurate keyboard skills and proven ability to enter data at the required speed
- Exceptional business writing, spelling and communication and interpersonal skills

Personal Strengths

- Planning and Organization
- Problem solving
- Attention to detail
- Ability to multitask and prioritize
- Decision making skills
- Communication skills
- Confidentiality
- Ability to work under pressure
- Team Player

Physical Requirements

- Ability to sit, type and move around as needed
- Ability to work at the Irvine, CA office
- Ability to listen and speak clearly
- Vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
- Ability to lift and move up to 10 pounds

Perks of the Job

- Competitive Salary
- Paid Vacation/Sick Time
- Birthday Cake Celebrations
- Company-paid Health Insurance
- Dental/Vision/Life Insurance Coverage
- 401(k)
- Corporate Outings, Cookouts, Customer-Sponsored Lunches