**PERSONAL ASSISTANT AD FOR SMALLER UNITS:**

In-home business is seeking an experienced female Administrative/Personal Assistant to support a leading area Executive in a fast-paced environment. Applicants should be detail oriented, organized, and able to work efficiently and independently; and have strong prioritizing skills and a positive attitude (office environment must be positive).

\*\*Experience or knowledge of Mary Kay Cosmetics preferred\*\*

This position is part time (3 days per week, 4 - 6 hours per day) and paid hourly ($11 - $14 depending on experience; plus potential for bonuses after 3 months). Work will take place at the Executive’s home office.

Skills required:

- Excellent written/oral communication skills and telephone manner

- Strong computer skills, including proficiency in Microsoft Word, iPhone apps, and social media

- Organized and able to prioritize multiple tasks

- Tech savvy (able to troubleshoot computer/technology issues and/or use available resources to do so independently)

If interested, please call \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with your resume and 3 professional references.

**PERSONAL ASSISTANT AD FOR LARGER UNITS:**

**Executive Personal Assistant**

Company: Roya Mattis, Inc.

Location: Ashburn, Virginia

Job Type: Full-time (part time in office, part time remote work from home)

Position: Executive Personal Assistant

The Executive Personal Assistant position requires a sophisticated, multi-tasking professional to support the owner's business AND personal domains. The ideal candidate MUST demonstrate technical savvy, organizational expertise, effective time management, pleasant interpersonal skills, self-motivation, and a strong work ethic.

This unique opportunity offers flexibility, an excellent salary, 3 weeks of vacation (1 week at July 4th, 1 week at Christmas, and 1 week your choice), bonus potential, and terrific perks!

General responsibilities include, but are not limited to:

* Manage a busy business calendar, comprised of meetings, appointments, events, trips, etc.
* Maintain and update extensive contacts and distribution lists
* Act as a liaison to numerous team members, clients, and colleagues, spread across the country
* Troubleshoot technical problems with office equipment, software, etc.
* Assist with special event logistics, marketing, and communications
* Create, disseminate, and monitor messaging via social media
* Process, package, ship, and track customer orders
* Design and create newsletters, flyers, postcards, and other media
* Prepare documents for meetings, conference calls, and events
* Process correspondence, answer phone calls, and respond to emails and voicemails
* Make travel arrangements and create detailed itineraries
* Coordinate banking and bookkeeping
* Research products, events, venues, etc.
* Pack supplies and prepare owner’s wardrobe for meetings and events
* Accompany owner to select meetings and events, including annual travel to Dallas, TX for 4 – 7 days

Required skills, experience, and attributes:

* Previous experience as office manager and/or executive assistant
* Comfortable working in a home office environment to support a busy business owner
* Strong computer skills with proficiency in MS Office, Outlook, Gmail, iPhone apps, and social media
* Clear, professional, and fresh communication skills, verbal and written
* Able to take initiative, resolve challenges, and make solid decisions
* Highly organized and attentive to detail
* Able to work effectively with others and independently
* Willing and able to quickly learn new systems and software
* Accessible on evenings and weekends, as needed
* Willing to work the last day of the calendar month (even when it falls on a weekend)

To apply, please submit ALL of the following:

* Your resume
* A cover letter explaining what aspects of this position appeal to you and what makes you uniquely qualified for this position
* Three PROFESSIONAL references (for each, please include: full name, place of employment, phone number, email address, relation to you)
* Rate yourself on the following technologies, using a scale of 1 (no experience) to 5 (expert / can perform advanced functions) :
* Microsoft Outlook
* Gmail
* Microsoft Excel
* Microsoft Publisher
* Microsoft Word
* iPhone photo apps
* iPhone apps, in general
* Facebook
* Google+
* Troubleshooting software & technology devices (i.e. printers, iPhones, iPads)