

EXECUTIVE ASSISTANT

Boscov's Travel has a full time opening for an experienced, reliable, and task-oriented Executive Assistant. The Executive Assistant will work directly for the President and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their work load and prioritizing tasks in a fast-paced corporate environment. This is an excellent opportunity to join an established company with competitive compensation.

The ideal candidate is a highly self-motivated, professional, and capable of managing a very diversified work load and prioritizing tasks in a fast-paced corporate environment.

Skill and Knowledge Requirements

- Three (3) years' Executive Assistant experience
- Microsoft Office skills a must
- Proficient attention to detail

Duties & Requirement, including but not limited to:

- Proficient attention to detail
- Answering phones & taking messages in a professional manner
- Daily calendar management and scheduling appointments
- Drafting & editing all communication in email, memo and letter formats
- Running daily, weekly, and monthly reports
- Extensive computer knowledge including expert familiarity of Microsoft office (outlook, word, excel, and powerpoint)
- Review PowerPoint presentations and type up notes for President
- Type Proposals for clients & meetings
- Filing and staying on top of organization
- Coordinate meetings, including scheduling, sending reminders, and organizing catering when needed
- Review Vendor and Business Contracts
- Grammar proofing for group proposals and flyers as needed
- Research and detail all hotel and resort options for various group meetings
- Excellent Communication Skills
- Being proactive and offering assistance to the President to take on additional tasks when needed
- Manage and coordinate travel van schedule

Benefits

At Boscov's Travel we value our employees and that's why we provide a competitive compensation and benefits package. As a member of our team, you will be eligible to receive:

- Generous starting salary
- Weekly Pay
- Comprehensive benefits package, including medical/dental
- Paid Vacations and Personal days
- Liberal Employee Discounts on both travel and in Boscov's department store

To apply: Email a cover letter and resume to Boscov's Travel at traveljobs@boscovs.com
Equal Opportunity Employer