



Administrative Assistant - Full Time

Point of Contact:
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Aguillon Creative is looking for an office administrator to work closely with the President/CEO. Ability to organize and coordinate office procedures and ensure organization's effectiveness and efficiency is a must. We need a well-organized, flexible and energetic professional who can wear multiple hats. This person should enjoy the challenges of supporting an office of diverse individuals.

If you are interested in joining our team, here are some things you can expect:

- A fun, fast-paced creative work environment.
- Opportunity to work with a team of creative individuals that manage campaigns offering a full slate of services from advertising to media buying, media relations to digital marketing and videography.
- Ability to work remotely, but willingness to work in a hybrid situation in the coming months.

Here is what we are looking for in an Administrative Assistant

- **Experienced administrative professional:** You should be equipped with the ability to learn how to conduct basic business administration, ie office calendars, invoices and team support. Should have the ability to work independently and manage the basic functions of an office, in addition to marketing, advertising and communications support.
- **Natural born leader:** Work with Account Executives to ensure that clients get onboarded and invoices are sent out on time. Responsible for updating and enforcing office policies by setup up procedures and standards to guide the operation of the office. Under direction from the

President/CEO works with our Accounting, Human Resource, Business Development and IT representatives. Submit annual certifications for local, state and federal small, women, minority owned certifications. Register with local agencies to ensure we are included on their RFP/RFQ distributions.

- **Self-starter:** Responsible for directly working with a team of 5 to support them in their daily dealings with our clients to assist in meeting their needs.
- **Entrepreneur mindset:** You strive to learn your clients' business as if it was your own and deliver amazing service with value each and every day!

Requirements:

- Undergraduate Degree preferred
- Employee should be able to work full time. Salary commensurate on experience. Send resumes to melissa@aguilloncreative.com or call (210) 394-6098.