

Administrative Assistant
Advertising & Marketing Firm

Point of Contact:
Melissa Aguillon
President, CEO
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Administrative Assistant:

The Administrative Assistant is responsible for providing support to the President/CEO of Aguillon Creative. This includes, but is not limited to, utilizing online software systems currently in place, and carrying out biweekly and monthly processes for the firm. Other tasks include keeping the President/CEO and the office of 4 organized.

A successful candidate can work independently and will be able to meet the following requirements:

- Responsible for handling all aspects of business and personal Google calendars for the CEO
- Monthly Invoicing
- Excel Spreadsheets for accounts as needed
- Identifies and files digital receipts for accounting and book keeping purposes
- Organizes monthly statements and receipts to be sent to accountant for book keeping purposes
- Schedules client meetings for President/CEO and office staff as needed
- Shops biweekly for office supplies (when we return to office)
- Responsible for paying company bills on a monthly basis
- General office organization
- Filing
- Ensures that staff turns in weekly timesheets
- Ensures that biweekly timesheets are sent to accountant for payroll purposes
- Updates A&A Client lists for purposes of outreach (ie Christmas cards, Fiesta medal deliveries)
- Special projects. IE ordering/delivering Christmas cards, Valentines Day gifts, fiesta goodies
- Purchasing and sending out cards and thank you gifts on behalf of the CEO/President and/or the firm
- Possibly scheduling social media for Aguillon Creative clients
- Other duties as assigned.

Qualifications

- Excellent oral and written communications skills
- Expertise in using MS Office (Word, Excel, PowerPoint), Constant Contact (or other outreach software), social media platforms and conducting research.
- Must be able to work independently
- Must be able to be trusted with sensitive information

Employee should be able to work a minimum of 20 hours per week between the hours of 9 am and 6:00pm M-F. Pay is hourly. Send resume to melissa@aguilloncreative.com or call (210) 254-9160.