

ADMINISTRATIVE ASSISTANT

TITLE: Administrative Assistant

LOCATION: Denver, CO or Remote

REPORTS TO: Chief Executive Officer

DESCRIPTION: Stratford Berkshire Group is looking for an Executive Administrative Assistant that will report to the CEO and will play a vital role in the success of the operations of the agency. The Executive Administrative Assistant will perform a broad range of diverse duties, in areas of vendor management, database management, sales and marketing, business systems / IT, telecommunications, and executive management of the company. This is a great opportunity to establish working relationships with an and contribute to the overall efficiency of our firm.

KEY RESPONSIBILITIES:

- Perform a wide variety of routine day-to-day administrative and operational clerical duties and assignments, which include, data entry, filing, database management, mail distribution, research, and file maintenance.
- Interact with clients on a regular basis, scheduling meetings, responding to emails, handling ticketing systems, client training, etc.
- Assist with writing and presenting proposals to prospective and existing clients.
- Maintain a deep knowledge and understanding of our solution offerings, matching them to the client's needs.
- Assist with the maintenance of written company procedures, instructions, manuals, and reference materials.
- During downtime, participate in gathering information for outbound sales efforts by prospecting for leads through finding bids, networking events, and other avenues as provided to you by the CEO.
- Perform general and executive receptionist duties and general office management duties such as, answering and directing phone calls, maintain company calendars and schedules, and maintaining the CEO's follow up tracking systems.
- Coordinate tasks and assist with projects and events as assigned.
- Audit and maintain marketing and sales information, including database management of information related to marketing and sales.

CALL US AT:

+1 (800) 501-9091

+1 (720) 784-7778

HEADQUARTERS:

9145 E. Kenyon Ave. Suite 100,

Denver, CO 80237

EMAIL US AT:

careers@stratfordberkshire.com

letstalk@stratfordberkshire.com



**STRATFORD
BERKSHIRE**

- Audit and maintain vendor information in both the database and files. Assist vendor administrative duties.
- May be asked to perform tasks other than those listed on the position description.

DESIRED SKILLS:

- Demonstrated ability to use and apply good judgment, reasoning, and decision making.
- Ability to establish and accomplish duties and assignments in accordance with deadlines and priorities.
- Demonstrated ability to work independently and contribute significantly to the team.
- Excellent writing skills.
- Strong organizational and multitasking skills are a must!
- Interpersonal communication skills to communicate with management, employees, clients, and other outside contacts effectively and positively

EDUCATION AND EXPERIENCE:

High school diploma or 3.5 years of related experience encompassing a breadth of administrative service areas. Very good knowledge and proficiency with Microsoft Office applications. Familiar with database management, and basic understanding of HTML / CSS / JavaScript. Experience with general office operations.

THE COMPANY: Stratford Berkshire Group is a rapidly growing full-service marketing consulting firm, assisting businesses with their sales and marketing goals. We are growing quickly and are poised to be one of the best charter bus rental and destination management marketing agencies in the nation. As such, we are looking for key individuals that are passionate about the success of the businesses we support. For more information about SBG, visit us online at www.stratfordberkshire.com .

CONTACT: Please send your resume to: careers@stratfordberkshire.com . No phone calls pertaining to employment, please.

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