

Position: Executive Assistant

Company: South Texas Business Partnership (SoTX)

Location: 3315 Sidney Brooks #200, San Antonio, TX, 78235

Reports to: President & CEO

Prepared: August 2023

Pay: \$20 per hour

Hours: 25-30 hours per week

South Texas Business Partnership

Organization: The South Texas Business Partnership (SoTX) is built to be a catalyst for bringing our area's business leaders together as advocates for change and further development of our region.

SoTX serves more than 500 member businesses and organizations from companies of every size and industry in San Antonio and across South Texas. Acting on our mission to stimulate sustained economic prosperity across South Texas through advocacy and collaboration among our partners, SoTX delivers multiple programs and events each year and advocates for a prosperous economy and high quality of life for everyone who lives, works and visits the region. For more information, visit <http://SouthTexasPartnership.org>

Description:

South Texas Business Partnership is currently looking for an Executive Assistant (EA) to be a supportive force who empowers our senior leadership. The ideal candidate will be a **proactive problem solver** with exceptional communication skills and **meticulous attention to detail**. This person should have experience working in an office environment, performing administrative duties, and providing support to managers. Given the dynamic nature of the organization, we rely on executive assistants to be flexible and consistent while maintaining the confidentiality of high level systems and operations. To be successful in this role, you should be well organized, have great time management skills, and be able to act without guidance.

Objectives:

- Primarily support the President & CEO and provide additional support to executive team members, as directed, and general office inquiries to ensure that SoTX goals and objectives are accomplished and operations run efficiently
- Maintain and refine internal processes that support high-ranking executives, coordinate internal and external resources to expedite work
- Manage communication with employees by liaising with internal and external executives on various projects and tasks
- Plan and orchestrate work to ensure that senior executives' priorities are met, organizational goals are achieved, and best practices are upheld
- Assist in daily operations of the SoTX Office. Help in planning and execution of SoTx events and program activities including recurring monthly networking events and SoTx signature events

Responsibilities:

- Manage professional and personal scheduling for CEO, including agendas, mail, email, phone calls, client management, other company logistics, and preparing expense reports
- Coordinate complex scheduling and calendar management, as well as content and flow of information to senior executives
- Manage CEO travel logistics and activities, including accommodations, transportation, and meals
- Provide administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contacts database
- Manage inventory and order of office supplies, hospitality and promotional materials (swag) to ensure items are available at all times
- Ensure office environment is presentable at all times
- Serve as contact between Board members and President & CEO, bring administrative support through calendar invites and correspondence.
- Oversee SoTX Database software- Chamber Master- and ensure reports and data is updated on a timely basis
- Maintain professionalism and strict confidentiality with all materials
- Organize team communications and plan events, both internal and off site
- Participate and assist in setting up and tearing down of SoTX partner events

Minimum Skills & Qualifications:

- Four or more years of experience in an administrative role reporting directly to upper management
- Excellent written and verbal communication skills
- Strong time-management skills and an ability to organize and coordinate multiple concurrent projects
- Proficiency with office productivity tools and an aptitude for learning new software and systems
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to the company and its employees
- Customer service mindset
- A passion for innovation, emerging technologies, and entrepreneurship
- Strong skills in writing, editing, research, and organization
- Solid knowledge of Microsoft Office and Excel
- Excellent attention to detail, ability to multitask, and maintain professional conduct
- Social media knowledge (Facebook, Instagram, Twitter, LinkedIn)

Working Conditions & Requirements:

- Must have a valid Driver's License and reliable transportation
- Standing, walking, and lifting up to 30 lbs
- Occasional work during non-standard business hours for events
- This position will be at SoTx office, but will include various event venues

Preferred Skills & Qualifications:

- Experience in overseeing budgets and expenses
- Experience in developing internal processes and filing systems

ALL APPLICANTS MUST SUBMIT A COVER LETTER, RESUME, AND LIST PROFESSIONAL REFERENCES.

Please send cover letter and resume via email to info@sotxpartnership.org. SUBJECT LINE: Executive Assistant Position

Thank you for your interest in the South Texas Business Partnership!