

PERSONAL ASSISTANT TO THE CEO

Job Description:

Seeking a Personal Assistant to the Owner/CEO, This is a senior level position. Only qualified candidates will be considered. The ideal candidate must be able to navigate the gay and straight communities. Candidate must feel comfortable around celebrities and/or high net worth individuals. Candidate must maintain a professional image and attitude at all times weather in a formal, casual, entertaining or beach atmosphere.

This position is ideal for a career PA seeking a long-term opportunity. The Personal Assistant will travel extensively with the CEO while performing all administrative tasks, including but not limited to the following:

- Act as communications chief between CEO and other internal/external executives, talent, agents, and all internal/external staff
- Oversee and manage CEO's daily calendar, create extensive travel arrangements and itineraries, manage publicity commitments for a wide range of events both domestic and international including high-profile events
- Manage every facet of event planning for all events honoring CEO encompassing budgets, venues, mailings and RSVP lists, vendor relations, seating, ticket distribution, on-site logistics and post event evaluations
- Assign office duties and personal errands to admin staff. Follow through on each assignment to completion
- Maintain philanthropic database and orchestrate donations, ad support and charitable donations as needed
- Maintain multiple databases and records for insurance purposes
- Work with in-house marketing to ensure the CEO is fully updated with all issues involving the companies.
- Maintain personal contacts for the CEO
- Liaise with all outside personnel and inside staff to ensure travel and visits are smooth and seamless in keeping with the CEO's personal requirements
- Oversee and manage public access to the CEO.

Requirements:

- Located or willing to relocate to the Orlando Florida area
- Ability to travel extensively both domestic and international with the CEO
- Must have a valid driver's license and passport with the ability to obtain Visa's when required.
- Must be a United States citizen or legal to work in the United States
- Travel may assume up to 90% of your time
- Submit to and pass a drug test and extensive fingerprint background check
- Strong organizational and superior oral and written communication skills a must
- Must be bondable
- Highly organized and efficient; able to manage multiple projects/tasks simultaneously
- Able to handle complex travel and logistical arrangements
- Strong computer skills including Mac and PC applications
- Anticipates issues before they occur and plans option-based contingencies
- College degree is a major plus but will work with applicant if the CEO sees possibilities
- Fluent in English and Spanish, both spoken and writing is a must. Portuguese, German or Compensation and Benefits: Hebrew would be a plus

Benefits:

Salary will be \$50,000USD annually, plus bonuses with full benefit package.

Email cover letter, resume and current photo to: resume@areagay.com

Cover letter should include:

- Why you would be a great fit for this position.

Subject line should read: RE: Job ID 1001 – Personal Assistant