

# NEW BUSINESS ASSISTANT / EXECUTIVE ASSISTANT

Do you wear hats? Like, a lot of them? Good. We're looking for an enthusiastic and reliable New Business Assistant / Executive Assistant to support the "day-to-day" business management side of the company. If you've got lots of hustle and a desire to join a rapidly growing creative shop – get in touch.

About You: You love to take initiative and are a highly collaborative self-starter with 1-2 years of work experience. You are highly organized, a clear communicator (both written and oral), and extremely resourceful. You are passionate about the work that you do, and are a relentlessly curious learner. If you've got all that (we know, it's a lot) but don't take yourself too seriously to know a good cat video when you see one—you're it. We're looking for you to join our team right away!

**Proverb**

## RESPONSIBILITIES

- Stay on top of office orders (coffee, supplies, etc.)
- Answering the phones and fielding unwanted calls
- Writing notes (Thank You Notes, Follow Up Notes, etc.)
- Making sure all contacts are in the system
- Work closely with the Project Management Team to ensure all data is entered into Project Management tools
- Some proposal writing / editing
- Make sure the Office Calendar is in order
- Help organize office events/birthday celebrations
- Some project management
- Running/owning internal projects
- Office organization

# REQUIREMENTS

- Bachelor's degree in Business, Marketing, Communications or a related field
- Diligent note-taker
- Proactive
- Willing to jump in wherever needed
- Can stick to deadlines
- Excellent Time Management
- Detail-Oriented
- Experience with Keynote and InDesign a plus
- Positive attitude
- Problem solver

# ABOUT PROVERB

Founded in 1999, Proverb is an award-winning Boston based agency that specializes in making places that people love. With a focus on truth and simplicity, our work takes a long-term strategic approach to developing and enhancing our client's business, with teams spanning brands and market strategy, advertising, identity and naming, interactive design, product development and communications design.

**Proverb**

Please send your resume to [jobs@proverbagency.com](mailto:jobs@proverbagency.com) with subject line as NEW BUSINESS ASSISTANT / EXECUTIVE ASSISTANT.