



About Stratavize:

Our Why

Often, business leaders and owners think marketing plans solve their problems. However, we believe an intentional, thoughtful, and well-planned strategic plan should always come first. At Stratavize, we help our clients in three main areas: strategy, team, and leadership development. We host strategy planning workshops, team retreats, and leadership development programs. We do this work because we are passionate about building better brands. We believe everyone can become a stronger leader, and just as important, we believe that teamwork makes the dream work.

What We Do

Stratavize Consulting is a consulting partner that helps mid-sized organizations reimagine and transform their business. We believe one of the biggest reasons teams fail is misalignment; this could be the misalignment of the goal, misalignment of roles, or misalignment of communication. This is why our logo has two arrows pointing in different directions. We work with our clients to overcome these challenges and other problems teams face. Without high-performing teams, leaders can't execute. Without great leaders, teams flounder in dismay. We collaborate to design a strategic plan for the entire organization focusing on everything from business direction to how to engage employees. We work with our clients from end to end, HR to operations to marketing. It's our mission to help organizations reach their best-envisioned future.

Executive Administrative Assistant Job Description:

We are looking for a committed individual that loves the details and enjoys completing tasks. Candidates should be able to assist the management and consulting team by providing various support services.

To be successful as an Administrative Assistant, candidates must have diligent attention to detail with a high degree of accuracy. Be prepared and responsive, willing to meet each challenge directly. Responsibilities include managing calendars, coordinating travel arrangements, preparing expense reports, and handling confidential information. Candidates will also be responsible for creating presentations and other documents, as well as maintaining records and databases.

Position Type/Expected Hours of Work

This is a full-time, exempt position. This position **works from home, Monday – Friday**. This position requires a person that can self-manage and is excellent with time management.

The role is home office-based and in-field base (client site), and follows a traditional work week, with a high degree of flexibility, including some off-site meetings during non-traditional working hours.

Location & Travel:

The candidate must be in East Central Indiana. Be willing to travel occasionally, mostly in Indiana and Ohio. Travel is rarely overnight, primarily during daytime hours within a few hours' drive of East Central Indiana.

Salary Range: \$35,000.00 - \$50,000.00

Executive Administrative Assistant Responsibilities:

Calendar Management

- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Following up to secure meetings with clients, partners, and prospects.
- Making travel arrangements, such as booking flights, cars, and making hotel and restaurant reservations.

Meeting Management

- Organizing facilitated in-person and virtual meetings, including scheduling, sending reminders, and organizing catering when necessary.
- Prepare final meeting notes with pictures using PowerPoint.

Project Management

- Manage scope of work per client, tracking progress and regularly reporting to clients.
- Prepare meeting notes with action items and follow up to ensure tasks are completed.
- Maintaining comprehensive and accurate records.
- Performing minor accounting duties.
- Actively, independently, or in coordination forecasts and assists in the planning of events or programs.
- Create presentations and debrief documents using Microsoft PowerPoint.

Communication and Contracts:

- Managing the creation of monthly newsletters and scheduling social media posts.
- Prepare drafts of proposals for clients.
- Create vendor/contractor agreements and facilitate the contracting process.
- Tracking 'change requests' in the contracts and updating the scope of work.
- Prepare and send meeting notes.

An Ideal Candidate Gifts and Talents Include:

- **Detail-Oriented:** Attention to detail, especially with reporting and typing.
- **Communication:** In giving presentations, writing emails, or listening/responding to coworkers/clients in meetings, we are looking for good communicators.
- **Problem-Solver:** Able to identify problems and resourceful in thinking about possible solutions.
- **Teamwork:** We are a small team, and working together is crucial to our client and our team's success.
- **Work-Ethic:** A desire to show up and do a good job.
- **Adaptability:** Our business changes and needs change, the ability to adapt is important.
- **Organizational Skills:** Organization is a critical skill in any job, even if you're just using it to manage your own schedule and workload.
- **Technical Skills:** Excellent computer skills, especially accurate typing.

Experience Includes:

- Using Microsoft Product Suite (Word, Excel, PowerPoint, OneNote, Outlook) and Google Product Suites to generate reports, create presentations, and research.
- Experience with software like; MailChimp, QuickBooks Online.

How To Apply:

- Send resume to support@stratavize.com