



EXECUTIVE ASSISTANT (NY)

Third Summit was developed to serve creatives and clients in the media production industry, offering solutions for staffing, data management, orchestration and payment factoring. It's our vision to build a community of professionals across the digital media and advertising landscape, connecting talent in an unprecedented, future-looking way. Our growing ecosystem of products—including a freelance community for video professionals, cloud-storage platform and payment portal—eliminates many of the barriers to entry and pain points for freelancers, agencies, studios and brands.

This is an exciting ground-floor opportunity to work directly alongside the founders of a well-funded, early-stage startup. Reporting directly to the CEO in our New York City office, the individual in this role will be critical to the success of our organization.

In addition to a casual startup work environment, we offer health benefits and flexible time off.

Role Purposes

- Supporting the CEO & COO in an administrative capacity.

Responsibilities

- Manage and maintain executives' schedules
- Prepare invoices, reports, memos, letters, financial statements, presentations and other documents, using word processing, spreadsheet, database or presentation software
- Answer phone calls and direct calls to appropriate parties or take messages
- Process payroll information
- Conduct research, compile data and prepare papers for consideration and presentation by executives, committees and boards of directors

Essential Skills & Experience

- 3-5 years of executive administration experience
- College diploma
- Intermediate to advanced skills in Microsoft Word, Powerpoint and Excel



Desired Skills & Experience

- Experience supporting executives in a startup environment
- Experience working in technology and/or media

Preferred Competencies

- Professionalism: Comfortable dealing with executives and board members of all levels, internally and externally. Capable of collaborating with stakeholders and project leaders to understand requirements and deliverables, while setting expectations for tasks you will be responsible for
- Integrity and confidentiality: Can act honestly and ethically while managing confidential corporate and personnel information
- Attention to detail: Accuracy and detail are critical, must be thorough in completing work tasks
- Service orientation: Must be reliable, responsible and dependable in fulfilling obligations for and on behalf of executives