



JOB DESCRIPTION

Job Title: Executive Assistant Internship

Location: Fairfield, Connecticut / Remote

Job Summary: The Executive Assistant will be tasked with helping manage the day to day responsibilities of the CEO and overseeing immediate needs of clients on both the athlete and brand pipelines of business. This individual will need to have excellent verbal and written communication skills, be detail oriented, and eager to learn about the sports and entertainment industry through a unique lens. This is a full time internship role.

Key Responsibilities:

- Serving as the primary assistant to the CEO on a day to day basis.
- Organize, track, and manage key responsibilities on behalf of the agency's client roster on behalf of the CEO
- Performing minimal monthly accounting responsibilities on behalf of the agency as needed
- Help manage records of all new business development and outreach
- Build and develop onboarding materials for new clients including a check list
- Assist in development of campaigns and promotions to maximize sales of existing and new clients and programs
- Schedule and manage weekly check-in's with clients on behalf of the CEO
- Build and execute the weekly company email on latest trends, client, and overall agency news
- Assist and occasionally lead in new business development projects on behalf of the company
- Manage inventory and product shipments for clients on a weekly basis

Core Competencies

- Flexible, Detail Oriented, Team Working, Initiative, Problem Solving, Organized, Self-motivated

General

- Adopt the Athelo Group culture of professionalism, integrity, effectiveness and dynamic attitude that contributes to an internal environment of teamwork and promotes a positive brand image to our client and team.
- Be willing to go above and beyond to learn and grow both personally and professionally.
- Program skills: advanced knowledge of G Suite, Microsoft Office, Square Space, Mail Chimp, Facebook and Instagram preferred.
- Ability to communicate effectively with others, both verbally and in writing.
- Proven ability to manage time, meet deadlines and prioritize.
- Maintain standards and professionalism during periods of fluctuating workloads.
- Passion for sports, brand, and athlete marketing that is contagious
- Willingness to assume an advanced role and be a direct representative of a fast-growing agency at a client facing level.

- Maintain team standards through supporting other team members in achieving their service/quality levels and targets, as required.
- Build effective working relationships with other team members and externally.
- Help build and maintain new relationships on behalf of the agency.
- Manage daily tasks to ensure business needs are consistently met.

Education and Qualifications

- One to two years of related experience and/or training preferred.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear.

This is largely a sedentary role; and this position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.