

We're Hiring!

Administrative Assistant

The administrative assistant is responsible for supporting senior leadership over several departments. In this role you will manage complex calendars, schedule meetings, make phone calls, register for events, book travel arrangements, and provide general administrative support as directed. This person should be confident in Microsoft Word, Excel & PowerPoint. We are seeking someone who wants to grow their career with our organization.

Responsibilities

- Provide general support to senior management across departments.
- Professionally draft letters, reports, PowerPoint presentations, PDF's and more.
- Take and transcribe meeting minutes.
- Manage electronic files, spreadsheets, and print binders.
- Welcome guests and customers by greeting them, in person or on the telephone, answering or directing inquiries.
- Maintain confidence and protects operations by keeping information confidential.
- Heavy offsite, onsite, and virtual meetings (setup/tear down), appointments, calendaring, etc.
- Registering senior management for events including hotel, airfare, and event registration.
- Scheduling & staffing events, maintaining contact lists, draft and send electronic event invites, creating RSVP lists, event badges, etc.
- Work daily in a database and run regular ad-hoc reports.
- Shipping tradeshow materials and inventory of amenity bags for clients.
- Support accurate payment processing by following organizational SOPs.
- Submit and reconcile expense reports on behalf of senior management.
- Expected to make deliveries, pickups, etc. as needed.
- Support a variety of one-off projects as needed.

Qualifications & Requirements

- 2-5 years of experience with proven job stability.
- Must be flexible – an ability to work well in an environment where needs and priorities are subject to revision.
- Must be a self-starter with a team-player attitude.
- Must be able to multi-task and prioritize to ensure that all assignments are completed in an accurate and timely manner.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Event support experience is preferred.
- We utilize MAC operating systems, you must be proficient, along with MS Office, database, etc.
- This position requires reaching and bending while cleaning and stocking.
- Must be at least eighteen (18) years of age and possession of a clean driving record.
- This is an at-will position. As an at-will employer, either SMIT or the employee may terminate the employment relationship at any time, for any reason, with or without good cause or advance notice.
- Physical demands and the work environment described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to engage staff with disabilities to perform essential functions. While performing the duties of this job, the employee is frequently required to stand, sit, walk, and reach with arms and hands. Must be able to lift 50 lbs. and perform repetitive motions 50% of the time.
- We evaluate qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, age, sexual orientation, gender identity, or other protected characteristics.

- ⇒ **Hybrid work from home**
- ⇒ **Cutting edge technology**
- ⇒ **Friendly & supportive team members**
- ⇒ **Training & professional development**
- ⇒ **Medical, Dental, Vision, 401K & more**
- ⇒ **Beautiful offices in Santa Monica!**

Apply Today!

Email a cover letter, resume & desired salary to employment@santamonica.com with the subject line ADMIN23.

About Santa Monica Travel & Tourism

Santa Monica Travel & Tourism is the official travel and tourism promotion agency for the City of Santa Monica. It is our role to tell the story of Santa Monica to the world, promote the exciting and unique aspects of the Santa Monica experience and encourage visitors to stay longer and enjoy more of what our destination has to offer. SMIT is a non-profit, non-member organization governed by a board of 11 community individuals. SMIT operates four (4) locations: Visitor Information Kiosk in Palisades Park; Visitor Information Center at the Santa Monica Pier; Visitor Information Center on Main Street; and a Mobile Information Vehicle. SMIT prides itself on being a hybrid work from home organization. For more information about our organization, please visit www.santamonica.com.