

- Understand the ever-changing plans, itineraries, meetings, etc.
- Proactive self-starter with the ability to exhibit a positive attitude and remain even-keeled, calm and happy, even under pressure and in a fast-paced environment where only perfection is acceptable.
- Tech savvy; proficient with: spreadsheets/accounting; word processing, MAC, and Internet research.
- Organized, meticulous, detail-oriented, accurate and thorough.
- Discreet and respectful of employer's privacy; willing to sign a confidentiality agreement.
- Quiet and poised with an amicable personality.
- Knowledge of special events and party planning.
- Able to follow direction and instruction from employer. Gracefully accept constructive criticism and have the ability to prioritize.
- Must be able to willingly accommodate the needs of the principal.
- Command of English language should be sound. Able to understand and respond clearly and quickly both verbally and in writing.
- Team player and good people management skills.

#### **REQUIRED ELEMENTS:**

- Well-groomed, drug free and physically able to perform the duties of the position. Willing to take a pre-employment physical, psychological evaluation and drug screen when necessary. Understands there is no smoking or drinking on the premises.
- Ability to read, write and speak fluent English. Able to work legally in the United States. Valid Driver's License, with a good driving record and the ability to be bonded.
- This position requires proof of good credit history. Employee may be asked to handle money or credit as a part of this job. The credit report authorized by the signed FCRA the candidate provides will be used to make a decision regarding their employment. A poor report may result in elimination from consideration for this position.

#### **COMPENSATION AND TERMS:**

- Position is a full time, around the clock position with frequent out of country travel required.
- Salary commensurate with experience.
- Company Benefit Package.
- Accommodations are available for right candidate