

EXECUTIVE ADMINISTRATIVE ASSISTANT

DETAILS

Location:

Kennesaw, GA (On-site)

Compensation:

Competitive

Travel Required:

No

Contact:

Elyse Bridges, ebridges@ioufinancial.com

Position Type:

Full Time

JOB DESCRIPTION

This is a full-time on-site role located in Kennesaw, GA. The Executive Administrative Assistant (EAA) provides support to help the CEO efficiently run a rapidly growing business alongside a dynamic management team at IOU Financial. The EAA will serve as a liaison to the board of directors and senior management, organize and coordinate executive outreach and external relations efforts, and oversee special projects when needed.

The EAA must be hard-working, initiative-driven, and willing to jump in where needed within a small office environment that is mission and team-oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative and organizational skills, as well as the ability to maintain a realistic balance among multiple priorities. The EAA will have the ability to work independently on projects from conception to completion and must be able to work under pressure at times to handle a wide variety of activities, planning, strategies, and other confidential matters with confidence and direction.

RESPONSIBILITIES

- Plans, coordinates, and ensures the CEO's schedule is followed and respected, keeping him organized and efficient in a fast-paced business while multi-tasking many daily objectives.
- Serves as the administrative liaison to IOU Financial's Board of Directors.
- Communicates directly, and on behalf of the CEO, with Board members and others on matters related to the CEO's initiatives.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs, handling matters expeditiously and proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Travel management, including leading and managing travel for all trips (airfare, hotel accommodations) for conferences, broker visits and creating complex itineraries and agendas.

QUALIFICATIONS

- Strong organizational and time management skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Dependable with workload completion as well as the ability and emotional maturity to work in the office 5 days/40 hours per week.
- Professional and presentable, representing the company in a positive way.

PREFERRED QUALIFICATIONS

- Executive or Administrative experience, 3-5 year minimum.
- College Degree
- Financial or lending experience is a plus, but not required.

ABOUT IOU

IOU Financial is a leading online lender specializing in helping small businesses grow by providing loans up to \$1.5 million to qualified applicants quickly. IOU Financial operations are based in Kennesaw, GA with headquarters in Montreal, Canada. For more information, visit www.ioufinancial.com.

TO APPLY, PLEASE EMAIL ELYSE BRIDGES
SUBJECT LINE: ATTENTION EAA