



BrightHouse, a business division of the Boston Consulting Group, is looking for an Executive Assistant for our Atlanta office. This position is customer service oriented and we aim to provide the best service possible. A positive attitude, willingness to help others and desire to be the best you can be every day is a must for this position. In this position, the Executive Assistant will be working as part of a flexible team, provide high-level executive and general office support in a demanding fast-paced professional service environment.

BASIC JOB RESPONSIBILITIES:

- Maintains Managing Director appointment schedule by planning and scheduling meetings, conferences, teleconferences, and business travel. EA prepares itineraries and agendas.
- Ability to work, as appropriate, with minimal supervision.
- Completes projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Welcomes Managing Director guests to the office, arranges meeting agenda, materials and meals as needed and represents the Managing Director and Company with a high level of professionalism and in an effective and gracious manner.
- Maintains client confidence and protects operations by keeping information confidential.
- Respond to a variety of routine inquiries which require knowledge and an understanding of the Company and Managing Director
- Composes correspondence and answer inquiries from various sources,
- Maintains receipts for expense reimbursement and prepares expense reconciliations and records for Managing Director
- Create and/or coordinate proposal and presentation materials as needed
- Arrange for courier services
- Assist with Project/Office Management
- Provide backup assistance as necessary
- A willingness to take on new responsibilities as needed

BASIC JOB REQUIREMENTS:

- Bachelor's degree or equivalent preferred
- 5+ years of administrative experience, with at least two to three years' experience supporting individuals at the executive level strongly preferred
- High level of skill utilizing all Microsoft office programs such as Word, Excel and Power Point and Apple products
- Overtime may be required



KEY COMPETENCIES:

- Meticulous attention to detail and follow-through; perform tasks with high degree of accuracy and efficiency
- Excellent oral and written communication skills
- Excellent ability to take initiative and overcome obstacles
- Organized and strong multi-tasking and time-management skills
- Ability to successfully manage competing priorities, keeping constant sight of the overall objectives
- Ability to exercise superior judgment in managing confidential and sensitive information
- Demonstrates respect for all individuals at all times
- Strong service orientation in responding to customer needs
- Must be able to perform in a fast-paced, intellectually intense, service oriented environment

BrightHouse, a business division of the Boston Consulting Group is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity / expression, national origin, disability, protected veteran status, or any other characteristic protected under federal, state or local law, where applicable.

BrightHouse is an E-Verify Employer. [Click here](#) for more information on E-Verify.