



JOB TITLE: Administrative Assistant  
DEPARTMENT: Pending  
REPORTS TO: Managing Partners  
LOCATION: Central West End in St Louis, MO  
SCHEDULE: 40 hrs per week, may be required to work after hours  
TRAVEL: 5% of the time

#### ABOUT GLOBAL EVENTO:

Global Evento is the leading luxury corporate gifting agency. We specialize in finding and distributing highly desirable products and experiences for organizations' important clients, employees and customers.

Our differentiator is that we are hospitality people *first*, that have access to corporate luxury gifts. With our prior employment backgrounds with The Ritz-Carlton, St. Regis and Maritz Global Events, to name a few, we bring a high-touch service culture to the gifting world. We want to curate the perfect gifting solution for every client.

**MISSION:** Provide our customers with unmatched service, creativity and value through corporate gifting and gift experiences both onsite and virtually.

#### ADMINISTRATIVE ASSISTANT

This role will support the managing partners of our company. The role requires attention to detail, strong organizational skills, and the ability to complete complex and/or confidential administrative or operational tasks.

#### JOB DESCRIPTION

- Prepare and deliver communications inclusive but not limited to: client responses, thank you notes, email, invoices, reports and other correspondence
- Collate and distribute mail
- Write and edit documents from letters to reports and instructional documents
- Create and maintain filing systems, both electronic and physical corporate and personal documents
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Make travel arrangements for senior staff such as booking flights, cars, and hotel or restaurant reservations
- Calendar Management of Personal and Corporate engagements. Create and manage events including: conferences, in person client meetings, sales meetings and personal travel, phone calls, vendor presentations.
- Manage client and holiday gifts which includes sourcing gifts, client addresses, packing and shipping packages to clients
- Detailed Note Taking during Client, vendor and team meetings
- General Errands - vendor product pickups, mail and package delivery
- Travel required for conferences, longer program operations and certain sales/vendor trips (Support with sales admin/ meetings and appointments)



- Support general office management maintenance such as: Office, Shipping and Beverage needs.
- Supports the team by performing tasks related to organization and strong communication.
- Provides information by answering Operations team questions and requests.
- Add and update leads to CRM Tool Hubspot.
- Place Executive Meeting Management (EMM) orders and tracking. Manage communication clients.
- Work on "special Executive Team projects" i.e Website Design, Email Marketing Communication, Industry Communication and Industry Participation

### QUALIFICATIONS

- Exhibits polite and professional communication via phone, e-mail, and mail
- Excellent computer skills, knowledge of Google Suite products preferred & ability to learn new technology quickly
- Experience with a MAC preferred
- Prior experience as an administrative assistant preferred
- Excited to work daily at our headquarters in the Central West End
- Ability to work after hours as necessary, some weekend and holiday work may be required
- Fully vaccinated/boosted and willing to follow COVID regulations as they evolve
- Able to travel

### SUCCESSFUL CHARACTERISTICS

- Highly organized, detail oriented and customer service oriented
- Process Driven, Self Motivated and works well under pressure
- Quick Witted and Flexible
- Desire to take ownership and a quick learner
- Able to manage multiple partners, clients and projects simultaneously
- Willing to pitch-in for tasks and jobs not directly "part of the job description"
- Motivated to learn, advance and mentor
- Willing to speak-up and ensure customers' success
- Wants to be a part of a highly motivated, growing company
- Solid sense of humor
- Interested in Sales and Travel

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to lift and /or move boxes from 10-25 pounds. The noise level in the work environment is usually moderate.

### APPLICATION PROCESS

Interested candidates should submit a resume and any other relevant materials, to Karla Gonzalez-Kuehler at [Careers@GlobalEvento.com](mailto:Careers@GlobalEvento.com).