



A Hosts Global Member

## **Administrative Assistant (Part-Time)**

### **About Us**

Roberts Event Group, Inc. is the leading provider of special events, meeting management, destination management, and event entertainment servicing Pennsylvania, New Jersey, and Delaware since 1994. We know that every client and event is unique. Every aspect must be strategically considered and woven together seamlessly to achieve maximum return on investment along with brilliant results. Roberts Event Group, Inc. is committed to nothing less than perfection with every event we touch.

### **Overview**

We are seeking a talented and detail-oriented individual to fill the position of administrative assistant in our Philadelphia office. This is a 20 hour per week (4 hours a day/5 days a week) position with the potential for additional hours as needed. This role will provide administrative and operational support to the executive team, as well as other members of the Roberts Event group staff with general office responsibilities including scheduling, calendar management, travel planning, expenses, insurance forms, organizing files, QuickBooks entries, logging inquiries and events using event management software, and answering telephones. The administrative assistant ensures the smooth functioning of the daily office activities and works closely with the Roberts team to ensure efficient communication, sharing of information, and the effective use of systems for organizing, tracking, and meeting deadlines. Additional off-site event assistance may be required periodically. The ideal candidate must possess a professional work ethic, the discretion to handle confidential information, the ability to work in a deadline-driven, fast-paced environment, is highly skilled at setting priorities and anticipating needs.

### **Requirements**

- High school diploma
- Minimum of 3 years administrative experience in support of a team preferred
- Ability to thrive in a fast-paced environment and respond to multiple requests
- Excellent written and verbal communication and proofreading skills
- Proficiency using MS Office (Word; Outlook, email, and calendar; Excel), and other systems to communicate and manage data
- QuickBooks experience
- Familiarity with posting to social media

- Professional customer service demeanor
- Ability to manage numerous, competing priorities
- Strong communication and organizational skills, including the ability to set priorities, organize time and juggle multiple tasks
- An interest in or exposure to events and/or event planning would be an asset.

### **Responsibilities**

- Assist the Principal, Event Producer and office team with all administrative related responsibilities including contract, file, and calendar organization; scheduling meetings; answering phones; responding to clients; and other tasks as required
- Attend and engage in weekly meetings by tracking action items and sharing strategic ideas to enhance the business
- Use event management software system to track event details
- Maintain talent and vendor information upkeep in Outlook contacts
- Send insurance forms to vendors
- QuickBooks
- Post on Instagram, Facebook, Twitter, LinkedIn, and other social media sites as needed
- Help maintain and update company website for aesthetic design and search engine optimization
- Assists in the creation and distribution of company e-newsletters
- Help in the creation of press outreach material
- Maintain updated list of media contacts and distribution sites
- Maintain a photographic library of all Roberts Event Group projects

### **Computer Skills**

- PC skills – knowledge of document management, folder/directory structures, printer management
- Microsoft Office skills – Word, Excel, PowerPoint
- Online skills – effective online searching, knowledge of social media
- Create and manage social media – Facebook, Instagram, Twitter, etc.

For immediate consideration, please send a cover letter and resume to Melanie Hay, Recruiting Coordinator, at [melanie@robertseventgroup.com](mailto:melanie@robertseventgroup.com). To learn more about Roberts Event Group, please visit our Web site, [www.robertseventgroup.com](http://www.robertseventgroup.com).

Roberts Event Group is an equal opportunity employer, committed to a diverse and inclusive workplace. Roberts considers qualified applicants for employment without regard to age, sex, ethnicity, religion, disability, marital status, sexual orientation or gender identity, military/veteran status, or any other basis prohibited by applicable law.