# Job details

As an up-and-coming digital marketing agency, 10X Marketing aims to provide comprehensive marketing solutions to businesses that are looking to grow. While we develop and expand to meet the needs of our clientele, we're looking for an executive assistant director who will support us in our pursuit of excellence. Our main areas of service are B2B and B2C SaaS markets as well as

e-commerce, and our ideal candidate will have some experience in either tech, business, or both.

As a full-time executive assistant director at 10X, you’ll be reporting to C-level executives and supporting them by completing ad hoc administrative tasks whenever necessary. We're expanding rapidly, so there's a possibility you’ll need to hire and manage team members further down the line.

# About the company

10X Marketing may call NYC home, but we’re a global company specializing in digital marketing across borders. Our services get you in front of the people that matter—whether that’s a customer getting ready to make their ﬁrst purchase from you, or a potential client looking for a solution only you can provide.

As a digital services provider, we cut to the chase by connecting consumers and businesses using tried and tested strategies that work. We don’t sell frills or anything fancy, but we do deliver effective marketing solutions with consistent, positive outcomes: on average, our clients walk away with a 7:1 return on investment, saving time, energy, and money as they trust us to get them the results they want.

Our work philosophy is forward-thinking, with special emphasis on innovation—we make it a priority that 10% of your work time should be spent focusing on personal projects like

self-improvement or skills development, as we believe that happy and fulﬁlled employees put forth the best work.

# Responsibilities

* Analyze, prepare, and distribute reports and administrative documents
* Maintain, update and coordinate the assigned C-level executive’s daily calendar
* Plan travel arrangements complete with itinerary and logistics details
* Receive incoming calls, emails, and visitors on behalf of the assigned C-level executive
* Prepare and review meeting material
* Train, coach, guide or supervise other administrative staff as required
* Assist in ad hoc tasks and projects when needed

# Beneﬁts

* Salary: $90–116K annual compensation
* Medical, dental, and vision insurance
* 401(k) matching, paid parental leave, two weeks paid time off, and hybrid working options
* Annual bonus and increments according to market rate and job performance
* Education reimbursement of up to $5000 for skills development purposes

# Qualiﬁcations

* Bachelor’s degree in Business Administration or equivalent experience required
* 5 years of ofﬁce administration experience
* High level of proﬁciency in Microsoft Ofﬁce and Google Workspace
* Self-motivated and detail-oriented in task execution
* Strong written and verbal communication skills
* Above average organizational skills and adaptability