

Executive Assistant:

The Executive Assistant will be supporting a senior sales team. Keyot is a well-established and growing consulting firm headquartered in Oakdale, MN. We are seeking an exceptional and experienced executive assistant. Learn more about what we do at www.keyot.com

Experience working with senior level sales team.

Thorough understanding of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)

Excellent writing skills.

Location is East side of Twin Cities (Oakdale, MN).

Primary responsibilities for this role are:

- Manage calendar, including meeting scheduling & calendar maintenance
- Assist with follow up calls.
- Prepare written communications, letters and e-mail
- Assist the Administrative Team in managing the sales office's daily activities

Requirements:

- 3-5 years experience and success as an Executive/Administrative Assistant
- Excellent, up-to-date use of technology (PCs, Windows Office, cell phones, PDAs)
- Ability to deal with sensitive and confidential information with discretion
- Experience in travel coordination
- Self-starter who is comfortable handling multiple tasks in a fast-paced environment
- Excellent organizational skills – attention to detail is essential!
- Ability to communicate effectively with a wide variety of people
- High energy work ethic
- Takes great pride in being an indispensable resource
- Pro-active approach to problem identification/resolution

Contact for this posting is Steve Tommingo steve@keyot.com

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