

Job Title: Executive Assistant

Salary Range: \$71,000 - \$97,000

Location: 8840 E. Chaparral Road, Suite 280, Scottsdale, AZ 85250

Reports To: Chief Executive Officer

Position Summary

Salt River Business Development is seeking a highly organized, professional, and proactive Executive Assistant to provide direct support to the Chief Executive Officer (CEO). The Executive Assistant will manage daily operations, coordinate high-level meetings and communications, and represent the company with professionalism and discretion. This role requires exceptional organizational skills, sound judgment, and the ability to manage multiple responsibilities in a fast-paced environment.

Key Responsibilities

Executive & Administrative Support

- Serve as the primary point of contact for the CEO, managing calendars, appointments, and communications.
- Coordinate travel arrangements, including itineraries, accommodations, and expense reports.
- Prepare, proofread, and manage correspondence, presentations, reports, and other executive materials.
- Maintain electronic and hard-copy filing systems with a focus on efficiency and confidentiality.
- Manage vendor relationships and ensure timely submission of invoices and payments.

Marketing & Social Media Support

- Monitor company social media platforms and post content in alignment with brand messaging.
- Track engagement metrics and provide updates to leadership.
- Assist with marketing and communications initiatives.

Event & Meeting Coordination

- Plan and execute company events, team-building activities, corporate luncheons, and executive meetings.
- Coordinate logistics, budgets, vendor contracts, and on-site support.
- Draft agendas, prepare meeting materials, and track action items and follow-ups.

Brand & Corporate Representation

- Oversee inventory, distribution, and restocking of company-branded merchandise.
- Manage and approve use of corporate logos and branded assets to ensure consistency and compliance.
- Represent the CEO and organization with professionalism when engaging with employees, customers, and external stakeholders.

Additional Responsibilities

- Support special projects and initiatives on behalf of the CEO and leadership team.
- Maintain the highest standards of confidentiality and integrity in handling sensitive business and personnel information.
- Perform other duties as assigned.

Qualifications

- High school diploma or equivalent required. Bachelor's degree in Business Administration, Communications, or related field preferred.
- Minimum 5 years of experience providing executive-level administrative support to C-level executives.
- Proven success in complex calendar management, travel coordination, and executive communication.
- Experience with event planning, vendor management, and social media platforms.
- Strong organizational and project management skills with acute attention to detail.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration tools (Teams, Zoom).

- Demonstrated ability to operate independently, prioritize strategically, and maintain composure under pressure.
- Exceptional professionalism, discretion, and judgment in handling confidential matters.
- Excellent communication and interpersonal skills; able to build relationships at all organizational levels.
- Highly resourceful and adaptable, with the ability to manage competing priorities in a dynamic environment.

"Salt River Business Development is an Equal Opportunity/Affirmative Action Employer." Preference will be given to a qualified: Community Member, qualified Native American, and then other qualified candidate.