



## **Executive Assistant to Chairman & CEO**

From a wide variety of magazines to eMedia, seminars, trade shows and custom print projects; **Meister Media Worldwide** is a leading Communication and Information Center for Worldwide, Specialized Agriculture. We are seeking an administrative professional to provide support to our Chairman & CEO.

### **RESPONSIBILITIES: Include but not limited to**

- **Highly professional administrative support to CEO:**
  - As extension of CEO's office interact and coordinate activities with others on his behalf.
    - Both within MMW and with external organizations.
  - Maintain CEO's schedule – including knowledge of meeting attendees/purpose.
  - Professionally and proactively execute executive administrative activities for CEO.
    - Including correspondence, phones, mail/email, set up and maintain print and electronic files.
- **Executive Travel Management:**
  - Coordinate Domestic and International Travel arrangements, integrating multiple meeting schedules and commitments.
  - Completely plan and document details of each trip.
- **Project and task force assignments:**
  - Assignments for MMW and in support of industry affiliations and community/civic organizations.
  - Coordinate quarterly company meetings, year-end activities.
  - Coordinate Executive Management major initiative reporting system.
  - Coordinate health insurance claim processing review and follow up for CEO.
  - Coordinate annual MMW Christmas card program.
  - Other projects as assigned.
- **Provide Administrative Support to VP Business Development:**
  - Maintain schedule, assist with travel arrangements, and project support as requested.
- **Serve as back up for Corporate Business Manager:**
  - Administrative support for Chairman Emeritus as needed.
  - Project support as requested.

### **QUALIFICATIONS:**

- Previous office experience in an executive assistant capacity.
- Excellent administrative, organization and project management skills.
- Proven Domestic and International Travel Planning experience.
- Ability to cooperatively team with others to accomplish objectives.
- Excellent communications skills – written and ability to clearly communicate expectations.
- Professional, mature and team oriented.
- Flexible, highly motivated with ability to operate in fluid, fast moving environment.
- Accurate and attentive to detail.
- PC proficiency - Microsoft Word, Excel, Outlook and PowerPoint.

**Meister Media Worldwide** offers a competitive compensation and benefits package including Bonus, 401(k) & Profit Sharing Plans.

Please submit resume and salary requirements via email to [careers@meistermedia.com](mailto:careers@meistermedia.com) or by mail to:

**Meister Media Worldwide  
Attention HR-EA  
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