



CONSULTING GROUP

Executive Assistant

Runkle Consulting LLC is conducting a search for an Executive Assistant to join our growing team. Established in 2020, Runkle Consulting LLC is a family-owned and operated company that provides accounting, payroll, human resource management, and business management support to businesses and agencies from coast to coast. Runkle Consulting LLC has offices in Seaside, Oregon and Midland, Michigan. Runkle Consulting LLC invests in cutting edge technology, provides flexible benefits and collaborative work environments/experiences, empowering employees to work productively in a setting that best and uniquely suits their needs.

Position Overview

This is a part-time position (option to grow to full-time) that will report directly to the President/CEO. This is a perfect opportunity for someone who wants to work in a place where everybody knows your name, be truly valued as an individual and you can feel like a key contributor. Please check out our website and see for yourself what makes us such a unique company (www.runkleconsultinggroup.com).

Responsibilities

- Respond to emails and phone calls
- Manage the CEO's calendar (including scheduling meetings)
- Create presentations and write official correspondence
- Manage weekly content and posts on company's social media accounts
- Manage contracts and provide reminders on requirements
- Manage company file management system
- Perform other duties as assigned

Desired Experience & Attributes

- Previous experience as an executive assistant or related role
- Strong working knowledge of MS Office and/or G Suite (specifically word-processing and spreadsheet software)
- Experience with online meeting software (like Zoom, Google Meet, and GoToMeeting), online chat/instant messaging, and group sharing platforms like Slack or Microsoft Teams
- Proficient with online calendars and scheduling (like Google Calendar)
- Excellent writing, verbal communication, and time management skills
- Exceptional organizational skills and the ability to complete tasks with little supervision
- Social media content management

Compensation

- Hourly position - \$17 to \$20/hour
- Starting PTO balance

Job Type: Part-time, hourly

Benefits: PTO

Anticipate Start Date: November 6, 2023

Posting Closing Date: October 20, 2023

Location: Seaside, OR/Remote

Interested candidates need to send a resume and cover letter to marcus@runkleconsultinggroup.com

P.O. Box 775, Seaside, OR 97138
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