



## Executive Assistant to the President and Office Manager

**Contact:** [careers@bespokeevents.com](mailto:careers@bespokeevents.com) Attn: Janet Durbin, Office Manager

**Location:** Denver, Colorado

**Compensation Range:** Negotiable, Based on Experience

**Classification:** Non-Exempt, Full-Time or Possible Monday – Thursday Work Week considered.

**Reports To:** Justin Ball, President of Bespoke

This is the perfect opportunity for an independent and self-starting individual looking to continue and grow in his/her career in a professional and creative environment. Possessing a strong work ethic with a spirit of hospitality and predictive service are a must. Flexibility and change are a given in our fast-growing company. Focus, discipline and a knack for adding structure to projects are needed to accomplish detailed tasks with accuracy, while working with great efficiency. Accountability and ownership of both individual tasks and long-term projects is essential.

Candidates who are willing to go the extra mile and learn more about event and meeting planning with a company that will offer you opportunities to thrive, are desired! You should be extremely self-motivated, committed and a dedicated team player with the flexibility to manage many types of projects working directly with our President and leadership team. You will gain an intimate understanding of the President's priorities and needs to act as a gatekeeper, prioritizing and managing his calendar accordingly. This role will directly represent Bespoke's President and be interfacing often with our internal team members, clients and external stakeholders. A high level of discretion is required as you frequently handle confidential and sensitive information. You have a knack for coming up with creative solutions when problems arise, and you have the ability to anticipate outcomes while working with the highest level of polish.

Oh yeah -- and we also have a lot fun around our office! The Bespoke team has the flexibility to work remotely most Fridays. (A four-day work week for this position is open for consideration, if desired.) You should be able to build upon our values and help us craft a work environment using our hearts, minds and humor to ensure our team is setup for success. Plus, you should be able to tell at least one good joke; it comes in handy more than you think in our industry. This position requires flexibility and a high-threshold for change management along with a desire to maintain a working knowledge of Bespoke's internal processes. If you are still reading, you should checkout our website at [www.BespokeEvents.com](http://www.BespokeEvents.com) to learn more about us, and while you're at it, let us know if you have any brilliant ideas for improvements – it's time for another web update!

## **Professional Qualifications:**

- Three years+ in a professional office environment; executive assistant or administrative support experience is a plus
- Extensive experience in MS Outlook and calendar management is essential
- Exposure to event planning, communications and/or marketing is a plus
- College degree or equivalent experience
- Savvy use of office technology or an adaptive learning style is essential
- Excellent computer skills – Microsoft Office, Excel, Word, Outlook, MacOS
- Knowledge of Asana project management tool are a plus, but not required
- One of us is constantly screwing up the printer, if you can fix it... #winning
- Polished business professional communication skills – written and verbal a must

## **Job Responsibilities:**

- Represent Bespoke's values in all our work
- Support Bespoke's president through administrative support tasks as assigned
- Oversees office facility, meeting room bookings and space planning
- Handles purchasing and/or leasing for office, such as office furnishings, stationery, merchandise, and office equipment. May manage office contracts and suppliers
- Draft and dispatch email correspondence and take meeting notes as needed while maintaining a high level of professionalism and discretion with sensitive information
- Provides day-to-day administrative support to President, including personal and professional support, especially in calendar, expense management, time tracking and phone and email communications
- Supports in new employee on-boarding
- Manages inventory of company logo merchandise and uniforms
- Oversees ordering of office supplies, tracking trends and expenses
- Effectively manages and controls office and executive expenses with Finance Manager
- Manages various administrative features, such as office petty cash, office locks and keys, office entry system, telephone system, maintenance of phone lists, etc.
- Works to setup Bespoke team culture initiatives, such as promotions, staff meals, office happy hours and outings and other special occasions
- Assists with planning of company-wide annual destination trip
- Maintains company administration files and the corporate document files, both paper and digitally
- Works to create a pleasant and supportive office environment for all Bespoke team members

## **Desired Qualities:**

- Attention to detail and excellent problem-solving skills, and the ability to manage to specific timelines and budgets
- Confidence and professionalism and the ability to interact directly with internal and external stakeholders
- A consideration for stakeholders needs and wants
- Snacks – whether you're contributing to our collection of simply enjoying the goodies
- Superior proofreading skills – emails, websites and spreadsheets
- Experience in booking extensive executive travel; air, ground and lodging
- Ability to support and manage multiple tasks simultaneously and the ability to juggle tasks when priorities shift
- Excellent problem-solving skills – we fight fires all day, every day
- Willingness to support other projects as needed
- A skill in communicating with clients at all levels of organizations, written and conversational
- Desire to laugh often, or at least during office funny web video breaks
- No seriously, everyone likes a good snack
- Embody Bespoke's beliefs, values and fun natured culture

## **Office Environment:**

- Casual, fun and creative work environment
- Really good office coffee and espresso
- Flexible work program that allows you to work remotely on Fridays
- Creative office amenities and perks
- Windows! You won't be lost in a cube-farm here
- ABCD – you and your significant are invited to join us on our Annual Bespoke Company-wide Destination incentive trip
- And yes, there are snacks, if we haven't yet made that clear, (and not just those stale packaged crackers either)

## **Access to Bespoke's Benefits Package**

- Health Care Reimbursement
- Life Insurance
- AD&D Insurance
- Cell Phone Allowance
- Paid Personal Time Off
- IRA with Bespoke matching
- Paid Holiday Break