

## Job Description

### Administrative Assistant

#### Overview

At Vario Marketing, we believe *who you are* is as important as *what you can do*. We're looking for someone special to become our next Administrative Assistant – someone with the passion and skills for helping, organizing, and caring for our people, our clients, and our business. The ideal candidate is highly self-motivated and exceptionally capable of managing workloads and prioritizing tasks in a fast-paced agency environment. This is a 30-40 hour per week position.

Based in St. Louis, Mo., Vario has two lines of business: marketing and branding, and philanthropic advising. This position is responsible for providing day-to-day support for both businesses, which includes about a dozen team members, including our CEO and leadership team.

Vario's clients span across sectors, serving several industries as well as nonprofits and associations. Select clients include: American Board of Orthodontics, Pavement Preservation and Recycling Alliance, St. Louis Partners, St. Louis Youth Jobs, Sealcoating Inc., Almost Home, and Trinity Wealth Advisors.

#### Responsibilities

- Manage CEO's calendar, including scheduling and planning for meetings, conferences, video conferences, and travel. Assist the CEO with preparation and follow-up for meetings.
- Schedule meetings for the Vario team and manage their travel itineraries.
- Arrange events outside of the work place, such as client dinners and Vario team meetings. Includes invitations, venue research and selection, meal planning, materials preparation, gift coordination, etc.
- Manage paperwork related to client contracts and employee benefits (healthcare, 401(k), etc.)
- Handle basic bookkeeping tasks such as depositing client payments, submitting bills for payment, and tracking and organizing documentation for taxes.
- Retrieve, open, sort, and respond to mail.

- Prepare CEO expense reports, and enter her hours into time entry system each day.
- Maintain an organized filing system of paper and electronic documents.
- Ensure information security by completing data backups.
- Maintain office supplies and equipment including anticipating needs, researching and purchasing products, and organizing receipts.
- Handling logistics for pending office move.
- Onboard new employees, contractors, and vendors with planning and paperwork.
- Uphold a strict level of confidentiality.
- Provide personal support to CEO including mail management, bill pay, tax preparation, support services (ex: schedule car maintenance, travel, etc.).

## Requirements

- 3+ years of experience as an executive or administrative assistant or other relevant support role, preferably in an agency or client-facing organization.
- High school diploma; some college is a plus.
- Tech-savvy with an in-depth understanding of Microsoft Office suite, working knowledge of Mac and PC, and ability to become familiar with firm-specific software. Familiarity with basic graphic design software is a plus.
- Ability to organize workload by quick-changing priorities.
- Skilled at and motivated by meeting deadlines in a fast-paced environment.
- Highly proactive problem-solving with strong decision-making skills.
- Ability to effectively balance incoming requests from CEO, leadership, and staff.
- Comfortable working in a close-knit space.
- Professional-level verbal and written communications skills.
- Friendly and professional demeanor.
- Fun, funny, and welcomes a good laugh.

## The Next Step

Please submit a cover email and resume to Amy Calvin at: [happyteam@varioconsulting.com](mailto:happyteam@varioconsulting.com). We will be interviewing immediately and are aiming for an early September start date (if not sooner).

**Read more about us at [Vario Marketing](#).**