

Anderson Economic Group, LLC

Executive and Marketing Assistant

Posted: October, 2018

Anderson Economic Group, LLC is looking for an executive and marketing assistant for our East Lansing, Michigan office.

Responsibilities

Upon joining the firm, the right candidate will:

- Provide assistance to the CEO of the firm on scheduling and correspondence; communication with clients, staff, news media, and others; and plan and maintain a daily schedule of meetings and events.
- Perform administrative duties such as proofreading, document assembly, and filing.
- Prepare internal reports using accounting software and business information.
- Assist with project organization. This may include data collection, research, data entry, and drafting documents.
- Assist with marketing and promotional projects for the firm. This may include preparation of promotional materials, social media outreach, website updates, and correspondence with news media on behalf of the CEO.
- Contribute to maintaining a professional, well-organized, and clean office environment.

Qualifications

This position requires a high level of professionalism and decorum, excellent written and oral communication skills, as well as analytic abilities and judgement. Familiarity with Outlook, Excel, and Adobe Acrobat is desired. Applicants will be expected to demonstrate excellent proofreading abilities, have the ability to work with individuals from a variety of backgrounds, and be well organized.

A qualified individual will have an interest in public policy or economics, as well as previous experience working in a professional office environment.

Hours and Compensation

This position requires approximately 35-45 hours of availability for work each week during our normal business hours (8:30a.m. - 5:30p.m.). Compensation will be based on experience. Benefits include medical, life and disability insurance, bonus plan, and paid time off.

To Apply

We insist on high standards in our work and adherence to our core values, therefore only motivated individuals who thrive in a challenging work environment should apply.

Before applying, please review our website: www.AndersonEconomicGroup.com. To apply, send your resume, cover letter, and a two to five-page work sample demonstrating your abilities, by mail or email, to:

Tyler Marie Theile
Business Manager
Anderson Economic Group LLC
1555 Watertower Place, Suite 100
East Lansing, MI 48823
ttheile@andersoneconomicgroup.com

We are an equal opportunity employer, and welcome qualified applicants from diverse backgrounds.