

HEASLEY&PARTNERS™

Creators of HEART&MIND® BRANDING



EXECUTIVE ASSISTANT

JOB POSTING:

Enthusiastic. Dedicated. Analytical. Open-Minded. Positive.

Social. Organized. Detail Oriented. Fast Learner. Objective.

Are we describing you? Great! HEASLEY&PARTNERS is adding to the team.

JOB DESCRIPTION:

Our Founder, Kathy Heasley is a known author, speaker and entrepreneur. You will be instrumental in helping Kathy have a greater and far-reaching impact by making it possible for her to focus on what she does best. You will also help the Managing Director and other team members keep the business ball rolling by managing the details of the calendar and helping around the office.

As a branding firm, HEASLEY&PARTNERS works in almost every industry you can name. This is a unique and fast-paced environment with a lot of room for growth! You'll be taking on something new all the time—that means you need to be a go-getter who is willing to learn, grow and be the next great contributor to the team.

DUTIES INCLUDE:

Kathy Heasley, Founder & President

- / Extending the Kathy Heasley brand by managing her calendar, travel and all meetings/calls.
- / PR Endeavors - Researching and coordinating speaking engagements and publication contributions/write ups.
- / Preparing meeting and call materials: Agendas, presentation materials, etc...
- / Producing information by transcribing, formatting, inputting, editing, retrieving, copying, etc...

HEASLEY&PARTNERS INC.

- / Coordinating aspects of client projects, assigned by the Managing Director.
- / Hosting our guests, partners and clients by creating moments.
- / Maintaining client confidence by being consistent and efficient.
- / Preparing meeting and call materials: agendas, presentation materials, etc.
- / Keeping up on any needs for the office/kitchen.
- / Saving and organizing client collateral to the server.