**Personal Assistant** – **Shannon**

**Reports To: President/CEO Jerri Robinson**

**Position Summary:**

The role of a personal assistant helps to keep Jerri Robinson organized and productive. The responsibilities usually extend beyond those of an administrative assistant in that they often include assisting with personal tasks, along with business ones. As a personal assistant, you may maintain your boss’ filing system and make business travel arrangements, but you might also help to plan social functions, arrange for a family vacation or oversee her household staff. The Personal Assistant often comes into contact with a great deal of private and sensitive information therefore it is essential that he or she keep all information confidential. A personal Assistant must be able to handle any situation calmly, quickly, and effectively.

**DUTIES AND RESPONSIBILITIES:**

* Accept all phone calls from people requesting to speak with Jerri.
* Sort and respond to email and mail
* Schedule and book all appointments
* Maintain Jerri personal and business calendar which may include but not limited to concerts, seminars, book releases, travel dates, meetings, interviews, recording sessions, phone calls, and other events
* Answering phones, screening calls, or making calls on the behalf of Jerri
* Act as a gatekeeper or buffer at venues
* Schedule travel arrangements, plane reservations, and hotel reservations
* Work closely with Jerri manager, agents, PR Team, and Road Managers when necessary
* Keep track of all receipts and expenditure in case they’re tax deductible or billable by logging into a computer program
* Liaised with Chief Adjutant on items that need attention and places them on Jerri to do list or calendar
* Arrange meetings, secure the location for the meeting, such as a conference room or restaurant, and prepare any materials that are needed for the meeting
* Understanding travel preferences, knowing Jerri schedule and being able to coordinate various details into one seamless itinerary.
* Plan social functions: You may be designated the party organizer for an anniversary dinner, a holiday party or some other sort of celebration. This may require you to find a venue, interview caterers, plan the menu, compile the guest list, design the invitations and arrange for valet parking at the event. You must be highly organized, have an eye for detail, be able to multitask and stay calm should any problems arise with the arrangements
* Attend all functions as requested

**Position Requirements:**

Valid Driver’s License

Car

Computer (Laptop preferred) | MS Literate

Professionalism | Able to Keep Confidentiality to Private Information

Phone Etiquette

Attention to detail and organized