



Executive Assistant & Appearance Manager

Location: Linthicum Heights, MD

Position Type: Full Time, Employee

Are you an excellent strategic thinker and problem-solver with great interpersonal skills and a record of success? Have you considered a career with a growing firm that helps companies be more successful selling their services and products to the U.S. federal government?

TargetGov is looking for an energetic, growth minded self-starter to join our transitioning consulting company as an Executive Assistant and Appearance Manager.

As an Executive Assistant you will work directly with our founder and President Gloria Larkin and be responsible for maintaining her busy schedule, calls, and travel. You are detail oriented, enthusiastic, organized and can show a to-do list that you are the boss. Your positive attitude is infectious and our clients and team appreciate your fresh perspective. Collaborative teamwork, respectful communication, and extremely strong organizational skills are a must. TargetGov is celebrating its 20th anniversary and utilizing this year to celebrate and expand its reach in the government contracting world. This exciting expansive vision is spearheaded by Ms. Larkin and your tasks will be captivating and fun, but know that Gloria is a focused, busy sales executive who is going to depend on you to help keep her on point, on the move, organized and productive which will include some not-as exciting tasks. As a Sales Executive a crucial part of Ms. Larkins time is spent in relational meetings in person and by phone. Ms. Larkin will entrust you to schedule, prepare background material, and assist in tracking communications. A working knowledge of a CRM database system with a preference to Salesforce is required. You will also collaborate with other members of our growing team to expand and grow our reach. You love a creative team around you, consider yourself to be a life-long learner and feel great when you see a problem and determine a solution.

As Appearance Manager you will be responsible for the polished packaging and delivery of Gloria's corporate and government agency engagements. From managing inquiries, agreements, solicitations, RFP's, planning emails to understand client needs and expectations; to preparing delivery materials, travel arrangements, and itineraries so that Ms. Larkin can arrive at conference and client sites knowing where to be, who she will be working with, and having a clear presentation schedule; you will be a crucial part of the successful delivery of contracting knowledge that agencies and contractors depend on. You will have an opportunity to learn our proprietary intellectual property to craft first draft presentations (based on existing materials) for Ms. Larkin, a working knowledge of presentation software is required. You really love the details, are experienced in travel arrangements and managing itineraries and are fully responsible for how you spend your work time. You have a strong work ethic that understands the value of making and meeting your commitments.

What we're looking for:

- A Bachelor's degree in a business related or marketing major
- 2-3 years of prior experience in a related executive support position
- Strong attention to detail
- Initiative to drive organizational processes
- Technology savvy including Outlook, Word, PowerPoint, Salesforce, Office Suite
- Knowledge of social media including Twitter, Facebook, LinkedIn
- Strong verbal and written communication skills, in both individual and group settings
- Active listening and ease in asking questions a must.
- Creativity in solving problems that may not have straightforward solutions

- Ability to manage time and excel in a deadline-oriented environment
- Terrific interpersonal skills with a “pitch-in to get it done” mentality
- Comfortable in a collaborative and cooperative environment; willing to work independently and on teams
- Embraces work and relationships with courage, passion, and a growth mindset

Additional Preferred Skills:

- Familiarity with Salesforce platform
- WordPress, Mail Chimp, Hootsuite, social media, and Basecamp experience
- Strong background in customer service
- An understanding of the federal government marketplace

Our team is a nationally-recognized strategic business consulting firm helping companies do business with the federal government. Our mission is to increase revenue for our clients using proven methods in the three practice areas that produce the greatest results: (1) market research and analysis (2) Federal sales and marketing plan preparation and (3) sales, marketing and business development training. We are a boutique firm located near BWI Airport. Our clients are located throughout the U.S. and represent many different industries.

Responsibilities:

Executive Assistant

- Be an active member of our dynamic professional office, including full and part time employees
- All things related to coordinating Ms. Larkin’s schedule, calls, travel, and sales time
- Create and maintain sales meeting itineraries and prep materials
- Coordinate with team members regarding external stakeholders
- Prepare and assist with management of client files and communications
- Provides quality assurance on formatting and content of documents
- Assist as needed on client reports and presentations
- Maintain internal and external stakeholder confidence in support of potential and on-going opportunities
- Attend local events in support of TargetGov
- Create, maintain, and track client interactions in Salesforce
- Contribute to updating client content database on a regular basis
- Maintain client project tracking with project management software
- Production and distribution of documents for client meetings

Appearance Manager

- Maintain appearance schedule in conjunction with and in support of executive calendar
- Contact event organizers to pitch and negotiate speaking engagements
- Make and track travel arrangements for all appearances
- Create all travel itineraries for appearances, local and national
- Craft first drafts of presentations as negotiated
- Write social media posts for events
- Participate in audio/video recording of webinars, tutorials and other marketing materials
- Coordinate with Business Administrator to track appearance fees, travel reimbursements, and retainers
- Prepare responses to routine memos, letters, and correspondence

This is challenging and even more rewarding work. If you meet the criteria above or know someone who does, email your cover letter and resume, and mention this posting, to: careers@targetgov.com TargetGov at Marketing Outsource Associates, Inc., is an equal opportunity employer and participates in the E-Verify program.

Compensation: \$37,000- to \$42,000- depending on experience.