



**Executive Assistant to President & CEO**

**Location:** Linthicum Heights, MD

**Position Type:** Full Time/Part Time, Employee

Our dynamic and energetic CEO is looking for an assistant and collaborator to help navigate a time of incredible growth and change. The federal marketplace is a dynamic and fluid arena that we excel in navigating for our clients. We are looking for a well-grounded, inquisitive, and self-disciplined assistant who can ensure that our day to day is running at the optimal flow.

**Job Description:** A successful Executive Assistant will spend the work day supporting many different projects and sales opportunities within our company. You make sure the "trains run on time" providing clerical and technical support by taking phone calls, setting up meetings, researching and setting up sales calls, and making travel arrangements. You are responsible for accurate record keeping that includes sales and expense reports, electronic databases, and sales proposals for prospective customers. You utilize company databases, email programs, and the entire Microsoft Office Suite daily. You are observant, experienced in managing calendars and 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. 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. Our office is an intimate environment that fosters independence and 1:1 collaboration.

**About TargetGov:** 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.

The ideal candidate to join us will have the following experience and abilities:

**Qualifications:**

- A Bachelor's degree
- Three years of related work experience mandatory
- Strong verbal 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
- Comfortable in a collaborative and cooperative environment; willing to work independently and on teams
- Excellent organizational and time management skills; ability to work on multiple projects simultaneously
- Ability to write clearly and informatively, targeting writing style to specific audience or purpose; knowledge of grammatical, spelling, and formatting issues
- Intermediate to Advanced-level Microsoft Office Suite (Word, Excel, PowerPoint) and Internet research

- Demonstrated initiative, resourcefulness, and willingness to develop new skills and knowledge
- Initiative to drive organizational processes
- Ability to lift up to 40 lbs. Professional demeanor and appearance

**Additional Desired Qualifications:**

- 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

**Specific duties include:**

- Be an active member of our dynamic professional office, including full and part time employees
- Schedule appointments, sales calls, and team meetings
- Correspond via email and phone in support of TargetGov Executive and Sales Consultants
- Prepare and assist with management of client files and communications
- Provide quality assurance on formatting and content of documents
- Track contract proposals
- Maintain customer confidence and protect operations by keeping information confidential
- Attend local events in support of TargetGov
- 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
- Update and back-up online databases with appropriate client and prospect information
- Make and track travel arrangements for executive and sales staff
- Prepare responses to routine memos, letters, and correspondence

We are looking for a conscientious person who is willing to commit one year growing with us. This is rewarding work that can lead to other opportunities within a growing firm that helps companies be more successful selling their services and products to the U.S. federal government. If you meet the criteria above or know someone who does, email your cover letter and resume, and mention this posting, to: <https://TargetGov.bamboohr.com/jobs/view.php?id=18>

TargetGov at Marketing Outsource Associates, Inc., is an equal opportunity employer and participates in the E-Verify program.

**Compensation:** \$38,000.00 to \$46,000.00 Commensurate with experience