

Executive Assistant Needed for Vending Company Marketing Division

Job Description

Industry leading Snack and Beverage company seeking strong candidate for its Marketing / Bid Response leadership team .

Successful entrepreneurial minded individual wanted to help lead the company's rapid national growth.

The ideal employee will have excellent writing skills to provide seamless administrative support to a fast paced dynamic team located in MIAMI and will contribute to the overall efficient operations of the company in an extremely organized manner.

The successful candidate will be responsible for routine office assignments, complete PowerPoint Presentations, draft responses for Request For Proposal bids (RFP's), and support the overall administration and marketing efforts of the CEO and company.

We are looking for an **AMBITIOUS, DRIVEN** talented applicant that has bid writing experience able to also present in person RFP responses for the company in addition to providing essential internal support to the company CEO.

*THIS POSITION REQUIRES YOUR ABILITY TO TRAVEL within the United States

* The position is Full-Time.

* Procurement experience a plus.

Requirements:

- 3-5 years Executive Assistant experience in a private or public sector firm/ organization. Financial or Food & Beverage background preferred.
- Excellent computer skills (MS Office: Word, Excel, Powerpoint and Outlook
- *Exemplary writing skills
- Minimum typing speed of 50 WPM.
- Proven ability to work well in and contribute to a success focused team environment.
- Excellent organization and communication skills.
- Demonstrates ability to prioritize and manage multiple assignments in a fast-paced

environment to meet deadlines with efficiency and accuracy.

•Trade Show, Business Expo set up / representation experience is a plus.

Must have knowledge and/ or proficient ability in the following:

Bid / RFP response writing and live presentations

Research

Negotiations

Marketing

Public relations

Public speaking

Candidate must have excellent attention to detail, and execute responsibilities with a sense of urgency and follow-through.

Ideal Candidate Should Also:

* Be Bilingual (English / Spanish

* Provide Minimum 2 Reference Letters.

*This is a Full-Time Position based in MIAMI / Equal Opportunity Employer

INTERVIEWS TO BE HELD MAY 4th-9th AT COMPANY HEADQUARTERS IN NORTH MIAMI.

Email Resumes to: employment@gillyvending.com