

Executive Assistant to Vice President

Elite Racing, Inc. is the leading Sports Marketing and Management Company in running located in Sorrento Valley. We coordinate 10 foot races a year, such as the Rock 'n' Roll Marathon in San Diego, the Carlsbad 5000 and the P.F. Chang's Rock 'n' Roll Arizona. We are looking for a Personal Assistant to the Executive Vice President!

Qualities:

- Must like / love being a personal assistant
- Follows directions well
- Good listener
- Quick learner
- Must be organized and willing/able to keep the VP organized (office, appointments, etc.)
- Detail-oriented, ability to prioritize
- Excellent written and verbal communication skills
- Very personable
- Deals well with pressure and with a variety of personality types
- Self-starter, takes initiative
- Must be flexible with work schedule

Duties:

- Coordinating air flights, car rentals, hotel reservations
- Copying / faxing / filing / expense reports
- Typing, editing, and proofreading proposals, letters, memos, spreadsheets and confidential information - type 50 wpm
- Maintaining appointments and contacts / Outlook and Blackberry
- Creating, compiling, and updating sales and investor packets
- Running personal errands
- Establishing and maintaining files, both department & organization
- Working same hours as Vice President – which vary (usually Monday – Friday - 10 a.m. to 6 p.m., but sometimes later than 6 p.m.; in addition, 10 race weekends/year)

Skills needed:

- Ability to multi-task in a highly visible fast paced, team-oriented environment
- Ability to manage an ever changing schedule and prepare materials for meetings
- Ability to work independently with strong administrative/problem solving skills
- Ability to handle confidential matters and information
- Ability to anticipate issues and develop solutions for those issues and challenges
- Exercises good judgment about own work and how the work affects the Vice President and the rest of the department
- Sense of ownership, responsibility, and accountability
- Team player, having the ability to work well with a team in order to move projects forward
- Proficiency with Microsoft Outlook, Excel, and Word (computer skills will be tested)
- Exceptional organizational skills, attention to detail, and follow through
- 3-5 years experience in an administrative support function

Our office offers a relaxed environment, a friendly staff, medical benefits, vacation and a 401K, plus race goodies. This is a salaried position with wages depending on experience level. This is a full time position including 10 race weekend(s). This job also requires some travel.

Resumes:

- Email to: assistant@eliteracing.com
- No phone calls or faxes will be accepted.