

BRIANA CYMONE™

The Couture Event Architect

CAREER POSTING:
ADMINISTRATIVE ASSISTANT I

COMPANY OVERVIEW	<i>Briana Cymone is a renowned full-service event producer + designer curating stylishly unique celebrations, weddings, and corporate events internationally.</i>		
JOB TITLE:	Administrative Assistant I	JOB CATEGORY:	Internship
DEPARTMENT/GROUP:	Administrative	PURPOSE:	Enhances company's effectiveness by providing clerical, operational and personal support and representing the executive to others.
LOCATION:	Atlanta GA	TRAVEL:	Travel upon request
LEVEL/SALARY RANGE:	Internship- Student Credit/Unpaid	POSITION:	Part Time
HR CONTACT:	Please send all inquiries to careers@brianacymone.com	DATE POSTED:	November 1, 2018
TRAINING:	January 11, 2019 – January 21, 2019	POSTING EXPIRES:	December 28, 2018
EXTERNAL POSTING URL:	http://bit.ly/BCCareers		
INTERNAL POSTING URL:	https://www.brianacymone.com/careers		

APPLICATIONS ACCEPTED BY:

FAX OR E-MAIL:

(561) 671-4286 or careers@brianacymone.com

Subject Line:

Attention: Briana Cymone HR

Career: Administrative

MAIL:

BRIANA CYMONE, GROUP

3340 Peachtree Rd NE #1010

Atlanta GA 30326

JOB DESCRIPTION

➤ ROLE AND RESPONSIBILITIES

- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents executive by attending meetings in the executive's absence; speaking for the executive when needed.
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Maintains customer confidence and protects operations by keeping information confidential.
- Following up on results.
- Prepares reports by collecting and analyzing information.
- Secures information by completing data base backups.

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- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

All interns are required to participate in training. Attend (3) industry speakers panels, complete assignments, and create a wedding OR event marketing plan.

➤ Qualifications and Education Requirements

Administrative Intern should be technology savvy and proficient in Microsoft Office Suite, Adobe Acrobat & Photoshop, Canva, Gmail calendar, email, and scheduling software. Proficiency with computers, software programs, copier, scanner, and fax are required. Excellent verbal proper grammar, and written communication skills needed. Fluent bilingual preferred. 2+ year's administrative education or equivalent experience. Proficient analytical skills with superb attention to detail and organization. Convey strong multi-tasking, organization and time-management skills. Must handle sensitive information with the highest degree of integrity and confidentiality.

DEGREE NOT REQUIRED

SKILLS: | FLUENT ENGLISH LANGUAGE | MARKETING EXPERIENCE | SOCIAL MEDIA PRESENCE/EXPERIENCE | MARKETING EXPERIENCE

APPLICANTS SHOULD DEMONSTRATE COMPETENCE IN SOME OR ALL OF THE FOLLOWING:

Behave Ethically: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.

Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

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Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

REVIEWED BY:	Briana C. Hardin	DATE:	October 23, 2018
APPROVED BY:	Briana C. Hardin	DATE:	October 23, 2018
LAST UPDATED BY:	Terreana Neal	DATE/TIME:	October 22, 2018