



Hicks-Carter-Hicks is an award-winning, full-service performance improvement company located in the suburbs of St. Louis, MO. Our company was established in 1999. Due to growth, we are seeking a part-time executive assistant. This position will report to the president and CEO and provide general administrative services to internal consultants.

**Responsibilities include, but are not limited to:**

- Serving as primary point of contact and liaison for the President and CEO and Company.
- Handling highly sensitive and confidential materials and information to assist and support the President and CEO in achievement of goals/objectives.
- Managing and prioritizing the President and CEO's schedule, resolving all conflicts and confirming appointments. Scheduling and making all arrangements for meetings, speaking engagements, and other activities with outside organizations and within the Company.
- Handling travel arrangements, coordinating travel and managing the travel budget.
- Prioritizing, coordinating and managing multiple time-sensitive projects—inclusive of managing the Company's project calendar.
- Developing PowerPoint presentations and collateral materials for meetings, presentations and other appointments.
- Developing written documents, memos, etc. for various audiences.
- Proofing memos, proposals and other documents.
- Attending meetings and may occasionally travel.
- Planning meetings and special events as requested.
- Developing and managing common inventories of office supplies and other materials utilized by Company employees.
- Running occasional errands as needed to look at event locations, pick up office supplies, mail proposals, etc.

**Basic Qualifications:**

- Minimum of five years of experience providing administrative support to executive level management;
- Associate or bachelor degree is desired;
- Ability to manage competing demands in a fast paced, ever-changing environment with a high degree of professionalism and discretion;
- Ability and flexibility to establish and handle multiple and changing work priorities, meet deadlines, and anticipate future responsibilities;
- Able to handle highly confidential, sensitive materials and situations; ability to handle sensitive or difficult customer relations issues;
- Excellent verbal and written communications skills;

**Basic Qualifications (continued):**

- The ability and confidence to cultivate and maintain positive working relationships with a wide range of individuals at all levels in the Company and within the community;
- Highly conscientious and pays close attention to detail;
- Excellent technical skills; proficient in Microsoft Office software—specifically in Excel, PowerPoint, Word and Outlook;
- Proficiency in Microsoft Project and Access is desirable but not required; and
- Experience with and proficient at using Facebook, Twitter, LinkedIn, YouTube, etc. for business purposes.

**Other Information:**

- Challenging and fun part-time position with an opportunity to have a direct impact on the day-to-day operations of the Company
- Flexible work schedule
- Creative work environment that is partially virtual
- 15 to 20 hours per week
- Occasional travel – up to five days a year (going to conferences and/or clients)
- Salary between \$22 to \$24 an hour (Commensurate with experience)

**Interested and qualified candidates should submit their résumés to [jobs@h-c-h.com](mailto:jobs@h-c-h.com).**

**Please, no phone calls.**

**Hicks-Carter-Hicks is an Equal Opportunity Employer.  
We value diversity and embrace inclusion.**