

# ADMINISTRATIVE ASSISTANT TO PARTNERS

FULL-TIME | DETROIT, MICHIGAN

ROSSETTI

As a ROSSETTI Administrative Assistant, you will be an essential team member, providing high-level support for our Partners. Our ethos of Designing Experiences, Generating Value takes place within the context of 'Sports Global and Detroit Local. Working at ROSSETTI, you will have an inside view to sports architecture worldwide from our dynamic office in the heart of downtown Detroit.

In this role, you will be responsible for assisting the Partners of ROSSETTI. You will engage in Partner support tasks which will often be confidential and sensitive in nature, requiring discretion and judgment. Your work will serve to leverage those individuals; including but not limited to organizing, scheduling, coordinating, researching, compiling, exchanging and analyzing information. Excellent follow-through skills and the ability to prioritize dozens of ongoing tasks will be important. This position requires a "go getter" approach. It is important that the right candidate be able to accomplish every task, insist on cooperation by Partners, and be assertive enough to do so. This position reports to the Executive Assistant and the Partners.

## EXPECTATIONS AS THEY RELATE TO ROSSETTI CORE VALUES

### Create and Explore Without Inhibition: Our Design Philosophy

- Excellent organization and ability to follow up executing tasks; able to juggle several items at once, work efficiently and change gears quickly
- Arrange travel for Partners including air, hotel, itinerary, and customize travel requests as needed
- Coordinate and facilitate Partners' calendar and activities such as meetings, travel, conferences and department activities, ensuring no conflicts
- Maintain updated database to include all business contacts
- Must be able to work with minimal supervision, strict confidentiality and strong initiative
- Must be able to flex and support Executive assistant as required

### Engage Adventurously: Our Leadership and Collaboration

- Coordinate ongoing projects and opportunities in real time between Partners and team
- Represent the company in a professional manner, liaise with key business executives as well as business associates, vendors, and contractors
- Develop a keen knowledge of Partners' clients and contacts
- Ability to "multitask" and equally prioritize, support, and organize Partners; coordinating them while maintaining focus on each Partner
- Be a problem solver. Need to have the ability to think outside the box, exchange ideas and information
- Vet emails in addition to drafting and corresponding in real time

### Do Whatever It Takes: Our Passion and Drive

- Open to after/off-hours work and quick follow-ups on an as-needed basis
- Back up to Hospitality Coordinator and Executive Assistant as necessary in shorthanded situations
- Management of Partner professional licensing records, keeping them up to date on an as-needed basis
- Accounting reconciliation of company credit card and preparation of expense reports, as well as accurately capturing billable time in our Timesheets
- Become an expert of our CRM system for the purposes of Business Development, a Partner focus
- Update our recruiting process, first and second stages: entering applicant information and ensuring our team is up to speed

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## Have Serious Fun: Our Culture

- Help coordinate client events (e.g. dinner reservations, receptions) for Partners
- Participate in planning company events, happy hours, outings as part of the Internal Operations team
- You will be part of a small administrative team consisting of an executive assistant and front desk meant to support and back each other up
- Responsibilities includes facilities, event planning, and supporting each other as needed
- Be able to research, suggest, and coordinate exceptional networking and hospitality recommendation opportunities for your Partners and team

## EDUCATION AND PROFESSIONAL REQUIREMENTS

- Bachelor's degree in a business-related field preferred
- 2+ years of administrative assistant experience, supporting executives or senior level staff
- Advanced competence with technology, including but not limited to working knowledge of Microsoft Office Suite; Adobe Creative Suite or working knowledge of graphics software a bonus
- Ability to establish workflows, manage multiple projects, and meet necessary deadlines while maintaining proper relations between Partners, managers and customers
- Advanced writing, grammar and proofreading skills – 100% of the time
- Recruiting administrative work experience
- Well organized and detail-oriented with a customer service-oriented mindset
- Hospitality experience is a plus
- Internet-savvy, resourceful