



November 20, 2019

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER

THIS IS US.

Speak is an innovation leader in payment solutions with several divisions.

Speak Health: benefits, incentives, and rewards (disbursement and redemption) for Medicare Advantage plans, Medicaid programs, Commercial programs, and employers

Speak Engage: directed spend for suppliers and brands looking to direct marketing funds back into their brands

Speak Care: physical and digital delivery of disaster relief aid and recovery supplies for nonprofits

IS THIS YOU?

We're looking for an Administrative Assistant/Office Manager to support our dynamic sales team. Are you obsessed with details? If so, you can manage business-related tasks for execs and team members like a pro. From scheduling meetings and organizing travel to taking meeting notes and keeping everything running smoothly, you never miss a beat. You're the face of the company as you warmly greet visitors, and you're the wizard behind the scenes as you solve problems at warp speed.

THE ROLE

If the above sounds like you, read on for additional Administrative Assistant/Office Manager responsibilities.

- Providing general administrative support, including office management duties

- Sending weekly planning emails with an overview of the week's meetings and priorities

- Tracking follow-up items and ensuring deadlines are met by client

- Managing client meeting scheduling; overall calendar management

- Researching to prepare documents for review and presentation by executives and sales team

- Helping prepare for meetings

- Accurately saving notes from meetings and tracking progress in Salesforce

SKILLS + REQUIREMENTS

- Proven experience as an executive assistant or other relevant administrative support experience

- Professional verbal and written communications skills

- In-depth understanding of Microsoft Office suite and Salesforce

- College degree preferable

- Ability to meet deadlines in a fast-paced, quickly changing environment



Proactive approach to problem-solving with strong decision-making skills

BENEFITS

PTO/ holidays

Health insurance

401K

Healthy living benefits

Bonus

CULTURE

Speak's culture values working hard, giving back, having fun and staying open to new ideas. At our core, we're all about people—hiring the best talent and making our clients and partners feel special. We're small, energetic, and growing, so you'd have the opportunity to stand out and shine. You could count on us to help develop your skill set and take your career to new heights.