

Executive Assistant & Office Manager

For Immediate Hire

[Insider Expeditions](#) is a boutique travel company that creates and delivers customized travel programs for our partners and clients worldwide. We specialize in working with young professional groups, entrepreneurship organizations, non-profit and membership institutions, alumni associations, yoga studios and wellness companies, corporate boards, subscribers/followers of a community/leader they love, celebrities and sports superstars, and bands of adventurers that want to get off the beaten path and enjoy exceptional and engaging travel experiences.

We are looking for an Executive Assistant & Office Manager to join the team and provide office support and aid to Upper Management in an ongoing capacity.

About the Role:

The Executive Assistant & Office Manager will work primarily with Upper Management to streamline office operations, create and implement new and enhanced office policies and procedures, craft training documents, and assist with the financial reconciliation. The role will also help devise tour timelines, edit and revise customer documents, help with programmatic research for our slate of trips, and keep Insider Expeditions systems up-to-date with the latest changes.

In addition to their office work, the Executive Assistant & Office Manager will also work directly with the CEO and COO to keep their respective calendars timely, schedule meetings, research and shape outside presentations, take meeting minutes, and assist with any other task as needed. The EA may also be called upon for support in other tasks deemed necessary to help facilitate the growth of the company.

Candidates must be motivated, hard-working, and organized self-starters! Attributes we look for are keen attention to detail, outstanding written and verbal communication skills, trustworthiness, positivity, enthusiasm, and a passion for inspired international travel. This position will report directly to the Director of Operations.

Requirements:

- 1 - 2 years of experience in customer and client services
- 2 - 3 years of experience in office management or administrator role
- Able to travel as needed
- Computer literacy in Google Suites and at least one accounting software
- Foreign language competency a plus

Compensation: Full-time position to start immediately. Salary range is \$42,000 - \$45,000 plus bonus and additional incentives, commensurate with work experience. The company also offers a highly competitive benefits package as detailed below.

Please note: this is a remote position and we welcome exceptional candidates from anywhere within the US.

Key Responsibilities:

Office Management

- Research, analysis, and develop new systems, policies, and procedures to better align all aspects of the company
- Keep our accounting system up to date with expenses, revenues, and profits to accurately track and forecast future years
- Pay vendors and DMC's according to invoice deadlines

- Work with the Program team to invoice customers and clients and keep track of late payments
- Draft job descriptions and set up interviews when IE needs to hire additional employees
- Streamline office procedures and delete redundancies
- Create new documents, and enhance old ones, as the company grows and shifts
- Keep team calendars up-to-date and schedule meetings and calls
- Research, implement, and manage new phone system
- Own the Travel inbox, our industry email account, and manage all GSuite administration
- Reconcile credit card statements and trips accounts to ensure an accurate financial picture
- Maintain meeting notes and build to-do lists for each individual from those notes

Assistance to CEO & COO

- Assist CEO & COO with day-to-day tasks including calendar management, meeting support, scheduling, and destination research
- Work through the CEO & COO's tasks lists to provide relief
- Work with them on long-term projects that will allow Insider to grow and thrive
- Other leadership support for senior team (e.g. creating presentations for industry conferences, preparing agendas for and attending partner leadership meetings, etc.)

What We Look For:

- Excellent organizational and time management skills
- Ability to work on tight deadlines with high stakes - must do well under pressure
- Ability to multitask
- Willing and able to handle a high levels of responsibility from the start
- Capable of creating lasting relationships with suppliers, vendors, DMC's, clients, and your colleagues
- Great problem-solving abilities
- Excellent communication skills
- Discrete and reliable
- Able to work autonomously and with a team
- Exceptional attention to detail

Perks:

- Opportunities for international and domestic travel
- No meeting Fridays
- Unlimited Paid Time Off!
- Retirement plan
- Healthcare plan
- Phone & technology stipend
- Long term disability insurance
- Profit sharing opportunities after one-year with the company

Equal Opportunity: We are an Equal Opportunity Employer—people of color, people with disabilities, women and LGBT candidates are strongly encouraged to apply; we are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

If interested, please send a cover letter and resume to hr@insiderexpeditions.com, with the subject line: Executive Assistant & Office Manager Position. We hope to hear from you!