



Office Manager / Executive Assistant

COMPANY OVERVIEW

The Ricciardi Group (RG) is a B2B creative, strategy and marketing group made up of a diverse and agile network of capabilities and talent who understand complex businesses. At the intersection of big and small, we bring together Fortune 500 experience and strategies, infused with an entrepreneurial spirit, nimbleness, and disruptive thinking that comes from working with numerous early-stage companies. We provide a range of services including brand strategy and creative storytelling, planning and activation, and marketing as a service. The Ricciardi Group is committed to providing valuable business insights that drive outcomes and results.

OPEN POSITION

As an Executive Assistant / Office Manager you will be an integral part of the Ricciardi Group who is primarily responsible for supporting and anticipating the needs of the CEO, as well as assisting with the day-to-day operations of the firm.

JOB RESPONSIBILITIES

Executive Assistance

- Manage CEO calendar and appointments
- Schedule meetings and events for broader RG team
- Responsible for Lunch and Learn coordination
- Prepare and track team expenses
- Maintain professionalism and confidentiality with sensitive matters at all times

Office Management & Operations

- Greet clients and visitors, making them feel welcome and comfortable
- Main contact and liaison for building management, security, cleaning staff and delivery personnel
- Order and stock office supplies/groceries
- Maintain cleanliness of conference rooms common spaces, and kitchen; remove clutter, wipe down table tops, plant upkeep and daily garbage removal
- Manage incoming and outgoing mail
- Client event planning and on-site support
- Monthly time tracking and reporting (Harvest)
- Tracking of AP/AR processes
- Coordinate use and organization of office space and purchase/tracking/maintenance of all equipment



Executive Assistant / Office Manager

Office Management & Operations (cont'd)

- Track scopes-of-work (SOWs) and payment schedules
- Database management/cleanup
- Ad Hoc coordination with finance team
- Serve as RG fire warden

Business Development & Account Support

- Preparation of briefing documents
- Preparation and refinement of presentation materials
- Ongoing client, prospect and industry research/analysis

QUALIFICATIONS

The Executive Assistant / Office Manager must demonstrate a willingness and commitment to supporting our client and prospect needs, in addition to the overarching growth of the Ricciardi Group. The candidate must have/be:

- Excellent communication and listening skills
- Ability to multitask, prioritize and manage time effectively
- Undergraduate degree in marketing, advertising or communications preferred
- Strong writing skills a plus
- Familiar with learning tools and software used by the company such as Powerpoint, G-suite, Dropbox, Harvest, Hubspot and other collaborative programs

SKILLS AND ATTRIBUTES:

The ideal candidate for the Office Manager / Executive Assistant should:

- Be an enthusiastic, enterprising self-starter with a 'get it done' mindset
- Be focused on outcomes and delivering results
- Welcome mentorship and an 'always be learning' culture
- Be a team player and future RG brand ambassador who is interested in growing with an expanding firm

The Ricciardi Group does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.