



Job Description

Administrative Assistant

Position Title: Administrative Assistant **Location:** Your Home/Office
Hours per Week: Full Time **Travel:** None

Company Profile: Antoinette Tuff is the CEO, Speaker & Author. In August 2013, Antoinette was alone with a gunman, in possession of an AK047 and over 500 rounds of ammunition. He was prepared to take his life along with the lives of children, teachers and faculty at the R. E. McNair Discovery Learning Academy where she was employed at the time. Her story grabbed headlines across the world because of her ability to talk him down, potentially saving the lives of hundreds. Antoinette's extraordinary human drama of a school under siege, grabbed headlines around the world. Antoinette has been seen on Anderson Cooper 360, CNN, Good Morning America, The Steve Harvey Show, Nightly News with Diane Sawyer, The Arsenio Hall Show, The View and various other news outlets. The world has embraced Antoinette and deemed her to be their new hero!

Experience: At least 3 years have proven assistant experience in the B2B environment working with C-suite executives and celebrities.

Do you enjoy being an Administrative Assistant?

This role is for an administrative assistant who wants to make a difference in the next generation and have B2B opportunities. We need someone who can help us build business opportunities by assisting our CEO and team. This position is an exceptional opportunity to join a dynamic team who looks forward to serving others and represent the transformational strategies of Antoinette Tuff.

Position Description: This administrative assistant will be responsible for juggling multiple projects with superb accuracy, event planning and while supporting Antoinette Tuff and Kids on the Move for Success.

- ✓ Strong administrative skills
- ✓ Strong sense of urgency and problem solving skills
- ✓ Attend and assist with yearly Community Summit and Antoinette Tuff's Day.
- ✓ Coordinates travel arrangements as needed.
- ✓ Answer calls from clients and customers.
- ✓ Attend book signing and events.
- ✓ Performs all other related duties as assigned.

Qualifications:

- ✓ Ideally, must have a 4-year college degree in marketing, English, finance or business administration.
- ✓ Strong communication skills, both verbal and written, organizational skills, both analytical and problem solving, and the ability to work with confidential documents.
- ✓ Ability to manage multiple tasks and achieve deadlines under pressure.
- ✓ Familiarity with various social media outlets.
- ✓ Candidates with experience in event planning.
- ✓ Must have at least 3 year proven administrative assistant success in the B2B environment
- ✓ Candidates must have an unstoppable mindset, coachable, resourceful, passionate about helping businesses grow, honest, follow-up, strong work ethic and excellent closing skills
- ✓ The ability to work from your home and in our office