



## Job Description

**Position Title:** Executive Assistant  
**Department:** BOX Digital  
**Reports to:** CEO, BOX Digital

**Date:** June, 2018  
**Status:** Full Time, Exempt

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### Position Summary:

The Executive Assistant will be responsible for providing administrative support to the CEO and her direct reports, as well as performing the duties outlined below.

### Position Duties:

- Schedule and coordinate: meetings, conference calls, and travel
- Anticipate and identify the CEO's needs, plan and prioritize projects
- Draft reports and prepare presentations
- Gather and compile requested information, perform research as assigned
- Other special projects and duties as assigned

### Education and Experience:

- Bachelor's degree preferred
- 5+ years' experience providing direct support to C-suite staff or legal secretary experience

### Job Knowledge and Skills:

- The ideal candidate will be a self-starter who takes initiative and sees projects through to completion
- Must possess a high level of accuracy and attention to detail, particularly in written documents as well as above average organization and analytical skills
- Ability to work efficiently under pressure in a fast paced environment and to meet strict deadlines
- MS office- ability to create, prepare, edit, and format to a high level of proficiency

### Communication Skills:

- Exceptional oral and written communication skills
- Ability to interact at all levels professional, clearly and concisely