

# Executive Assistant

Phonism, leader in intelligent Device Lifecycle Management (iDLM), eliminates cost and complexity in provisioning, managing, migrating and securing VoIP devices.

We are currently searching for accomplished and experienced Executive Assistants to support our Executive Leadership Team.

## What you'll do:

- Manage calendars and coordinate internal/external meetings
- Act as point of contact between executives, employees, clients and partners
- Secure travel and accommodation arrangements
- Prepare internal/external communications, reports and presentations
- Assist with cross-functional operations and program execution

## Skills we are looking for:

- 2+ years Executive or Personal Assistant experience
- Thorough knowledge of business applications including Google Suite, MS Office, Hubspot/Salesforce
- Exceptional organization and time management
- Excellent verbal and written communication ability
- Confidentiality and discretion

**If interested, please email resume  
to [hr@phonism.com](mailto:hr@phonism.com)**

**Let's get social:**

