

We are in search of a Executive Assistant

Phonism is the world's leading automation platform to deploy, manage, secure, and migrate SIP devices at scale. Phonism delivers a universal way to manage the complexities of multi-vendor device management with a powerful SaaS platform for anyone selling or supporting cloud communications solutions. We are currently searching for accomplished and experienced Executive Assistants to support our Executive Leadership Team.

Responsibilities

- ▶ 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 & Experience

- ▶ 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

Follow us on social media



Interested? Fill out the form here.