



AVANTI RESTAURANT SOLUTIONS IS HIRING AN:
EXECUTIVE ASSISTANT TO THE CEO

Are you seeking a work environment where you can collaborate with other colleagues who are genuine and have a drive to succeed? Are you energized by helping others? Do you thrive on helping to ensure the company is running smoothly? Are you organized yet flexible and able to meet the busy and constantly evolving schedule of the leader of the company?

Avanti Restaurant Solutions, a successful, privately held, \$35M company, is hiring an Executive Assistant to the CEO of the company. The Executive Assistant will work alongside the CEO to ensure his ability to reach the highest level of executive execution. Duties and responsibilities performed by the Executive Assistant are intended to support the CEO's productivity, as well as serve as a point person for office management. If this resonates with you, please apply to one of Avanti Restaurant Solutions open positions.

Please apply if you have the following skills:

- Outstanding organizational and time management skills
- Excellent verbal and written communications skills
- Great attention to detail
- Resourceful with an ability to problem solve independently
- Ability to maintain discretion and confidentiality
- Ability to multitask and be flexible
- Strong competency of MS Office, emphasis on Excel
- Ability to learn new software quickly
- 2+ years of relevant professional experience

Day to Day Responsibilities:

- Meet with CEO to identify tasks and establish weekly priorities
- Manage CEO's calendar and coordinate meetings on his behalf
- Manage CEO's travel and accommodation arrangements
- Format information for internal and external communication – emails, presentations, reports
- Act as an office manager by keeping up with office supply inventory, opening and distributing mail, being the point person for building concerns, and providing general support to visitors
- Take minutes during executive meetings and communicate to executive team
- Support executive team on special projects, as needed

This is a fulltime exempt position.

Salary (negotiable depending on experience) plus benefits.

Location: Costa Mesa, CA