



Morrison Associates, Ltd.

Executive Assistant

Morrison Associates LTD is a unique, boutique company that specializes in enhancing the executive functioning of senior executives. Our organization assists senior executive team with their work. The Executive Assistant is a critical position in the company and Morrison is seeking a skilled individual **in Palatine, IL or close vicinity** who will support the company's initiatives to ensure its continued success.

This position supports a wide range of functions by providing front line interaction with clients and ensuring seamless client flow through the company.

Additional responsibilities include:

- Front desk responsibilities.
- Scheduling of a dynamic client and engagement calendar
- Travel arrangements.
- Tracking budget expenses
- Documentation of meeting notes including transcribing voice recordings and creating summaries notes.
- Contributing to the team effort by accomplishing other office-related tasks as needed.

This is a part time position requires 25-30 hours per week, Monday – Friday, with daily hours generally 8:15 AM – 2:15 PM.

Required Qualifications/Skills:

- Proficient in Microsoft Office software
- Experience with dictation
- Ability to learn new software quickly
- Quickbook a plus
- Good attitude and judgement to ensure the continued delivery of high-quality client engagement.
- The ideal candidate will have prior experience as an Executive Assistant to an Executive; however, prior administrative experience and/or medical office experience will be considered.

We offer:

- Hourly salary \$25-\$30/hr
- Great and interesting work environment
- Strong professional team.

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Contact Rosa Gimenez for this position at: rosamariagimenezferrer@gmail.com