

## Executive Assistant to the Director of Sales & Marketing

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**Job Type:** Full-Time – Avg. 40 hours per week

**Location:** Middleton, WI

**Department:** Sales/Marketing

**Compensation:** Hourly Rate + Full Benefits

**Contact:** Mary Grummer at [careers@vortexoptics.com](mailto:careers@vortexoptics.com)

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### **Description:**

Do you have what it takes to join this rocket ship otherwise known as Vortex Optics? Are you an unusually organized person? Do you maintain a detailed list of birthdays, anniversaries, and milestones for friends, family, pets, and sometimes complete strangers? Do you sleep well at night just knowing you've helped others get and stay organized? Does others' success equal your success? If you answered all with an enthusiastic, "Yes, that's me!" then please read on— we like your enthusiasm.

In this brand new position, you will be responsible for assisting the Director of Sales & Marketing in all duties needed to support the continued high performance of our Sales and Marketing teams. We're not looking for someone who just wants to get their foot in the door or needs a J.O.B. We need someone who has built a career as an Executive Assistant and is looking to take it to the next level, providing the same exceptional service levels internally that we provide our external customers.

### **The perfect candidate:**

- Positive and friendly (glass is half-full)
- Motivated by serving and helping others
- Proactive—but comfortable with constant change (every day will be an adventure)
- Enjoys being part of something greater than themselves
- A schedule juggling wizard
- A master of organization, loves setting up new systems and processes that make things more efficient
- LOVES detail
- A master of all communication mediums: Email, Phone, Text, OneNote, etc.
- A pro with Microsoft Office Suite
- Able to take direction well but willing to push back if and when needed
- Comfortable communicating in succinct, well-formatted emails and uses bullet points instead of long winded paragraphs
- Creative (can design and format documents with ease)
- Not afraid to make a decision
- Proven trustworthiness in handling personal and confidential information
- High Emotional Intelligence
- Established ability to deal with many different personalities well
- Pursues personal and professional development (we offer tuition reimbursement)

### **About the work:**

Here are some examples of the work you will do:

- Managing the schedule of the Director of Sales and Marketing
- Write and distribute meeting notes to participants via OneNote
- Develop and implement systems to organize paper and electronic files
- Plan on and off-site meetings and events
- Book travel
- Run business and personal errands (no job is beneath you)
- Schedule internal and external meetings and conference calls
- Research on as-needed basis
- Track various reports and deliver key metrics in a short, succinct overview
- Assist with special projects as assigned
- Communicate and collaborate with other team members to help make projects happen
- Assist in the management and increased efficiency of work flow and daily processes that fall under the direct responsibility of the Director of Sales and Marketing
- Fulfilling ad-hoc orders, product donations, staff or customer requests

### **Required Skills & Experience:**

- 3-5+ years of experience as an Executive Assistant
- Microsoft Office Suite Skills
- Excellent at multitasking and managing several projects at once
- Ability to maintain confidentiality on ALL information received
- Excellent interpersonal communication, verbally and in writing
- Extreme organization skills and attention to detail
- Easily able to adapt and work well with different personality types

### **About Vortex:**

- We are a US owned, Family owned and Veteran owned business that started in 1986 and plan on staying that way.
- We are located in Middleton, WI but will be moving in the Spring of 2018 to a new headquarters in Barneveld, WI.
- We are passionate about our customers and creating a “Wow!” experience before, during and long after the sale.
- We work hard every day and are constantly seeking out new ways to improve the experience for our customers, fellow team members and help the company improve.
- We wear blue jeans every day!