

CEO ASSISTANT



JOIN AN AWARD-WINNING RIVER NORTH CHICAGO INTERIOR DESIGN FIRM

Are you passionate about building client relationships and offering outstanding customer service? Do you thrive in a fast-paced environment? The Childs Dreyfus Group is hiring a CEO Assistant to support the architectural design process, ensure client deliverables are met and support the CEO. You will work closely with design, operations, accounting and sales teams and serve as the main point of contact for clients across the country. Significant opportunity for advancement. **Flexible work environment. Competitive salary, health and dental, 401(k).**

WHAT YOU'LL DO

- Assist in preparing and delivering proposals and presentations to clients
- Communicate scope requirements to project teams
- Prepare and issue client deliverables
- Coordinate in-person and phone-/web-based meetings and trainings
- Grow and maintain excellent client relationships
- Become a subject matter expert to support sales team and accomplish client objectives
- Assist in managing executive schedules and travel

WHAT YOU'LL NEED TO SUCCEED

- 4-6 years' experience in administrative support/client relationships
- Excellent written and verbal communication skills
- Strong organizational and intrapersonal skills, enthusiastic team player for fast-paced working environment
- Experience working with minimal supervision, self-motivated
- Proficient in Microsoft Office Suite; InDesign and Adobe Creative experience a plus

APPLY TODAY!