

# ROSSETTI

is hiring daring designers + innovative thinkers

## ADMINISTRATIVE ASSISTANT

DETROIT, MI ▪ FULL-TIME

### JOB DESCRIPTION

- Reports directly to ROSSETTI Principals + Directors
- Performs a full range of administrative support duties of a confidential and challenging nature
- Schedules meetings, coordinates travel arrangements and maintains appointment calendars on behalf of Principals.
- Coordinate meeting amenities (i.e. location, food and beverage)
- Coordinate travel arrangements officwide, working closely with Project Managers and project budgets
- Manage e-mail correspondences for ROSSETTI Principals
- Support Business Development efforts and tracking
- Support Marketing Team and efforts as needed
- Maintain and submit expense reports for ROSSETTI Principals
- Maintain and submit expense reports for select Project Managers
- Serve as liaison with key industry executives as well as business associates, vendors and contractors
- Responsible for the setup of meetings – WebEx and call coordination
- Maintain an updated database to include all business contacts and relevant correspondences
- Responsible for all administrative responsibilities
- Make decisions and take action during peak/crisis times with little or no supervision
- Acts as team member with all employees and supports as needed
- Member of Internal Operations Team - assists with executing and implementing ways to effectively help the office function
- Work closely with Principals to screen and coordinate interviews for full-time staff and internships
- Work with Principals to establish and oversee internship Programs
- Answer and prioritize all phone calls for Principals
- Assist with special projects as necessary
- Back up receptionist when necessary
- Complies with all company policies and procedures
- Facilitate and help implement company standards and policies

### WORK EXPERIENCE REQUIREMENTS

- Advanced competence with computer, peripherals and variety of software packages, included but not limited to: Microsoft Office, CRM Databases, Adobe Creative Suite
- Ability to exchange ideas, information and opinions with others to arrive jointly at decisions, conclusions or solutions or when designated to do this on own
- Ability to independently perform a full range of Administrative Support duties of moderate to highly confidential in nature and complete tasks with minimal supervision.
- Ability to integrate analysis of data to discover facts and/or develop knowledge, concepts or interpretations
- Excellent grammar and proofreading skills
- Ability to handle pressure and meet deadlines
- Ability to pivot and set priorities for workload
- Ability to interpret responsibilities and possess initiative and willingness to assume additional responsibilities
- Ability to interact with employees, visitors and contractors with poise and diplomacy
- Ability to work collaboratively with co-workers and maintain a cooperative, productive atmosphere

All your information will be kept confidential according to EEO guidelines.



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### EDUCATIONAL + PROFESSIONAL REQUIREMENTS

- College Degree Preferable
- Two to five years of administrative assistant experience or equivalent work experience

If you are interested in applying to this position, please send your resume and portfolio to [careers@rossetti.com](mailto:careers@rossetti.com)

Learn more about ROSSETTI's seriously fun culture >> [www.rossetti.com/careers](http://www.rossetti.com/careers)

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