

POSITION DESCRIPTION

EXECUTIVE ASSISTANT TO THE CEO

News Distribution Network, Inc. (NDN) www.newsinc.com is headquartered in Atlanta, Georgia. NDN's centralized, multimedia-serving platform enables the broad distribution of news, business, finance, travel, entertainment and sports content for the online newspaper, magazine and radio markets. NDN's platform eliminates significant infrastructure and operating costs while enabling revenue growth.

THE POSITION

The Executive Assistant (E.A.) to the CEO will be based in Atlanta and will report to the CEO.

RESPONSIBILITIES

The E.A. will be responsible for providing senior level administrative support to the CEO. S/he will work in a fast-paced, fluid, dynamic environment sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality. The role of E.A. requires the use of initiative and independent judgment with a willingness to work long hours when needed. H/she will be available in the evenings and on weekends when necessary to manage through changes and problems, which arise in relation to travel and meetings. Primary responsibilities include:

- Manage the CEO's complex calendar and schedule. Stays updated on priorities on a daily basis.
- Coordinate travel arrangements (air, hotel accommodations and ground transportation). Prepares detailed itineraries to assure accuracy and timeliness.
- Anticipate meetings, which may need to occur (both internally & externally) based on current business activities and priorities.
- Develop relationships with employees and external business contacts including investors, partners, vendors, and interprets business information in order to establish priority and allocate appropriate time for internal and external meetings.
- Maintain the CEO's portfolio of contacts including employees, investors, partners, and vendors, among many others. Proactively manages the portfolio keeping abreast of changes while making additions after meetings.
- Manage expense reports.
- Handles sensitive, confidential information on a regular basis and disseminates information only as needed with a high degree of professionalism.

- Maintain continuity among the CEO's team by responding to and prioritizing requests.
- Work on various projects and events providing planning, coordination, and related support.
- Serve as primary point of contact with the Company's Board of Directors for meeting arrangements and distribution of related materials.
- Assist with overflow and special projects.
- Greet the CEO's visitors including investors, partners and vendors.
- Use either a PC laptop with MS Office including Word, Excel, PowerPoint, and Outlook or a MacBook with OfficeMac, Apple Mail, Keynote, and Pages along with the Internet.

EXPERIENCE

- Minimum of five years experience as an Executive Assistant.
- Experience supporting an executive who travels extensively is required to ensure knowledge of: major cities; airports and airlines including the knowledge of booking the appropriate seat or possible upgrade; city thoroughfares; ground transportation to include the ability to discern when to book a car service or rental car; travel time to allow between meetings; hotel locations and proximity to meetings, among many other facets of travel.
- Excellent working knowledge of office practices and protocol. Understands the importance of an open-door policy while also being aware of workflow.
- Advanced skills in using technology including hardware preferably both PC and Apple, and various software such as MS Office and Apple's Keynote and Pages along with strong experience in utilizing the Internet as a tool.
- Local Atlanta knowledge of and experience with venues, restaurants and facilities to manage entertainment of current and prospective partners.
- Excellent telephone etiquette, including appropriately handling calls from the highest levels of the business, entertainment, news and investor communities.
- Strong verbal and written communication skills. Correct English usage, grammar, spelling, punctuation and vocabulary. Ability to communicate using tact, patience and courtesy.
- Proven track record of succeeding and thriving in a fast-paced, dynamic, fluid, high pressure environment.

PERSONAL TRAITS

- Calm, cool and collected at all times. Maintains a professional image and disposition by projecting poise and confidence.
- A problem-solver. Someone who is creative, solution-oriented and can "make it happen".
- An aggressive, highly motivated, self-starter. Very bright and a quick study able to “hit the ground running” and quickly impact the business. Operate with a sense of urgency and value accountability.
- Conducts him/herself with a high degree of integrity.
- Embraces change in an evolving, scaling environment.
- Thrives on challenges.
- Is proactive and able to analyze situations accurately to anticipate challenges and adapt a course of action.
- Extremely organized. Utilizes time management skills to organize and prioritize workload.
- Team-oriented with exceptional people skills. Ability to establish and maintain effective working relationships internally and externally.

EDUCATION

Preferably have an Associates degree. A Bachelors degree is a plus.

COMPENSATION

Compensation package includes base salary, stock options and benefits.

CONTACT

recruiting@newsinc.com

NOTE: This job description is not intended, and should not be construed, to be a complete list of all responsibilities, skills, and efforts associated with the position. It is intended to be an accurate reflection of the principal elements associate with the position.