



JOB DESCRIPTION

Executive Assistant

Job Title: Executive Assistant (EA)

Reports to: Ruby Brick CEO

Compensation: \$40-50/hr

Hours: 10-15/week

Start Date in this Role: Spring 2025

Job Purpose

The EA keeps Ruby Brick running smoothly internally and externally, managing client and staff recruiting and onboarding workflows, standard operating procedures, accounting and finance support, and administrative needs. The EA is key for optimizing day-to-day operations and—in collaboration with the CEO—overseeing the less routine tasks that need project management and support. This role is extremely varied and mostly likely you will be involved in all aspects of the business.

The EA leverages leadership, creativity, and organizational skills to be a supportive force that empowers our collective work. The ideal candidate will be a proactive problem solver with strong communication skills and attention to detail. This person should have experience managing multiple projects professionally. We are a small company that continues to grow, so we rely on our staff to be collaborative and flexible. This role also requires both internal and external professionalism and confidentiality with high-level systems and operations.

This role is a flexible, hybrid role in Atlanta (primarily remote), averaging 10-15 hours per week. Some team meetings are in-person as are some client meetings and events. There is a possibility of rare travel outside Atlanta. As a “people first” organization, the role may require occasional flexibility on evenings and weekends. However, due to the nature of this position, this is not a primarily night and weekend role, and the EA needs to be able to work and take meetings during the day.



ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Client Process and Workflow

- Support sales process for prospective clients with research, timely communications, process management, and paperwork execution
- Project manage proposal creation
- Oversee client retention and care initiatives

Team Organization & HR Support

- Organize and facilitate team member recruitment, hiring, and onboarding processes
- Coordinate time off requests and staffing
- Lead staff retention and care initiatives
- Support the creation of internal systems and SOPs for software & processes
- Provide administrative and office support, such as agenda creation, note-taking, spreadsheet and document creation, and maintenance of cloud filing system and contacts database

Accounting & Finance

- Track project payments and documentation
- Invoice clients
- Process payments for vendors
- Run bi-weekly payroll
- Document and process staff reimbursements

Event & Travel Planning

- Lead events for clients and/or teams, both internal and off-site (i.e. Family Fun Day, Holiday Dinner, Client Happy Hour), overseeing all details, including budget management, run of show, communication, and team direction
- Manage team member travel logistics and activities, including accommodations, transportation, and meals

Executive Support

- Manage professional and personal scheduling for CEO, including agendas, mail, email, phone calls, client management, and other company logistics
- Coordinate complex scheduling and calendar management, as well as content and flow of information to leadership, as directed



- Maintain professionalism and strict confidentiality with all materials
- Manage Ruby Brick communication channels as directed

Team Collaboration

- Leverage your expertise to collaborate with the team to ideate, develop, and promote new products and services
- Be an active participant in thought leadership, team meetings, and gatherings
- Lead with a people-first perspective; assume good intent, collaborate, be transparent and accountable

Successful team members in this role must meet the following:

- You work passionately and are committed to high-quality deliverables.
- Comfortable working in different levels of delegation and clarifying when the level is unclear.
- An ability to clarify project needs, make decisions, and act as appropriate.
- A high level of integrity, resourcefulness, and good sense when it comes to decision-making and risk-taking.
- Exceptional oral and written communication skills (English) to work with clients, vendors, and cross-functional team members.
- Ability to thrive in a nimble, fast-paced environment.
- Ability to work independently and communicate effectively with a team.
- Proven ability to identify and recommend solutions for key operational issues.
- Exceptional interpersonal skills to maintain morale and motivate all staff.
- Able to prioritize, pivot from project to project with ease, and can change directions at a moment's notice.
- Willingness to jump in and learn new skills or experiment with new technologies.
- High attention to detail and a firm commitment to deadlines.

EDUCATION AND EXPERIENCE

- 3+ years of administrative or leadership experience
- Proficient in Google Workspace and Asana (project management)
- Experience with Quickbooks and Canva
- Successfully created SOPs
- Familiarity with Weebly a plus



Next Steps

If you are interested in this position, please email hello@rubybrick.com with the subject line "Executive Assistant." Please include your resume (or LinkedIn profile) and a brief summary of your administrative experience. We will follow up directly with you.

Approved by: Sarah Quezada

Date Approved: 2/24/25