

EXECUTIVE ASSISTANT

Ravenhill Studio is seeking a full-time Executive Assistant to help coordinate internal scheduling and execute administrative tasks related to HR, Finance and IT. The Executive Assistant reports to the Managing Director and works closely with the Directorial team, the Finance Manager and the Studio staff of approximately 20 employees.

The ideal candidate is highly detail oriented, has excellent interpersonal communication skills and is eager to join a fast growing, progressive and ambitious workplace. This is a terrific opportunity for someone who has a foundation of administrative experience within an HR department and/or at an executive level. The general management responsibilities that sit under the Managing Director are varied and the ideal candidate for the Executive Assistant role is both comfortable and capable of handling a robust breadth of administrative duties. We care more about a willingness to learn than experience so we encourage you to apply if you are interested.

RESPONSIBILITIES:

- Assist Managing Director with interdepartmental meeting scheduling, agenda preparation and high level note-taking.
- Organize and maintain digital and physical HR + Finance files and records.
- Assist Managing Director with open enrollment, annual reviews and management training.
- Support Finance Manager with payment processing and employee time off tracking.
- Lead and manage Studio care.
- Order weekly Studio groceries that tailor to staff requests while staying within budget.
- Maintain stock on communal Studio/office supplies.
- Manage basic IT needs across all teams. including:
 - Coordinating ink and toner replacements;
 - Setting new hires up for success with relevant hardware and software.
 - Assisting the Finance Manager with software upgrades.
- Collect and sort Studio mail and distribute to relevant stakeholders.
- Conduct HR checklist 'check-ins' with new hires and exiting hires.

- Support the leadership team in organizing quarterly All-Staff activities and annual Studio retreats.

REQUIREMENTS:

- Bachelor's degree
- Excellent verbal and written communication skills
- Superb organizational skills
- Experience with Gusto, Slack, Google Workspace and Quickbooks Online
- Familiarity with budgets
- Familiarity with HR and Finance processes
- Systems thinker and team player
- Highly empathetic and emotionally intelligent
- Enjoys engaging with people and curious to learn the different functions of the business
- Results driven and takes pride in accuracy and timeliness
- Experience in a manufacturing environment a plus

If this sounds like you, please send your application to careers@ravenhillstudio.com. Due to the large number of submissions, we may not respond to all inquiries. If this is your dream position then impress us with a great cover letter, full of character and devoid of typos.

In your cover letter please explain why you want to join Ravenhill Studio and share a professional challenge that you overcame and the lesson you learned from the experience.

In addition to the cover letter, please provide the following:

- Resume
- Two professional references
- Date you can start
- Compensation requirements

BENEFITS:

- Medical, dental, vision and life insurance
- Paid time off and winter holiday break
- Profit Sharing Program

- Retirement plan contributions
- Employee discount on Ravenhill Studio products