****

JOB POSTING

EXECUTIVE ASSISTANT TO COO

**Visit Tampa Bay** leads the effort of economic development through tourism. Our Mission is to create vibrant economic development for our community by collaboratively increasing visitation to Tampa Bay. The independent not-for-profit organization represents more than 700 businesses throughout Tampa Bay and promotes the area as a choice destination for conventions and visitors. Currently, we are looking for a detail oriented, organized, and accommodating team member to be our new **Executive Assistant to the COO**. This person will be responsible for providing support to the COO and to Human Resources in all office functions while observing a high degree of confidentiality and professionalism.

Responsibilities

* Schedule appointments, meetings, travel arrangements for the COO.
* Provide executive assistance to the COO to include preparation of correspondence and accurate reporting.
* Prepare monthly expense report for the COO.
* Co-backup to First Impressions Coordinator.
* Coordinator for mailroom and breakroom supplies.
* Assist administrative team with meeting preparations.
* Liaison between departments as required by COO.
* Administrative support to Human Resources.
* Backup support for accounting data entry.

Education Experience and Qualifications

* Bachelor’s Degree in Business Administration from an accredited college or university.
* Must have proficient computer skills.
* Ability to establish priorities and meet deadlines effectively and efficiently.
* Must exhibit an attention to detail and accuracy at all times.

Compensation & Benefits

Competitive salary is commensurate with experience

Incentive pay for completion of goals

Company paid healthcare premiums

Company funded HSA

100% Company paid life insurance with an optional buy-up

100% Paid short-term and long-term disability

5% Company matched 401(k) plan with full vesting after three years

Generous paid time off

10+ Holidays per year

Ongoing career training and development

Visit Tampa Bay is an E-Verify Employer

***If you are qualified & interested in this position please send your resume to:*** [***HR@VisitTampaBay.com***](mailto:HR@VisitTampaBay.com)