

ABOUT SNP

Founded in 1992, SNP is a leadership communications company. Our mission is to make our customer's message clear and memorable. We accomplish this through content support, communications coaching, and creative development. We recognize that no two customers are the same and our approach can't be either. This means that SNPers are adaptable and creative, and must thrive in our fast-paced, collaborative work environment.

The Administrative Assistant (AA) will be based out of our Headquarters in San Francisco and will focus on supporting our CEO and CRO. As the AA, you're responsible for keeping their day-to-day efforts running smoothly as well as maintaining a positive, organized, and upbeat attitude. In general, you love the little details and are proactive, flexible, and comfortable balancing multiple tasks.

YOUR'RE RESPONSIBLE FOR:

- Calendar scheduling for the CEO and CRO
- Administrating logistics and preparing for executive meetings, events and customer interactions
- Organizing logistics for internal and external meetings
- Handling confidential and sensitive information with discretion
- Building relationships with our top customers and cross-functional team
- Enjoying being a control freak of two fun, smart, and very busy people

WE'D LIKE YOU TO HAVE:

- Excellent project management and scheduling ability
- Exceptional attention to detail
- Written and verbal communication skills
- Strong interpersonal skills
- Enjoys a fast-paced environment and appreciates ambiguity

WHILE BEING:

- High energy
- Flexible to change

- Fun with a good sense of humor
- Entrepreneurial, independent, self-motivated
- 100% accountable to your colleagues, customers, and work
- A people person with strong presence and confidence, who customers and colleagues love to be around
- A smart, nice, person (and you should understand why)

Please submit your resume and a cover letter to careers@snpnet.com.