

POSITION: Executive Assistant – Full Time
FLSA STATUS: Non-Exempt
OFFICE LOCATION: 100 N. Sepulveda, Suite #1700 El Segundo, CA 90245
POSTING DATE: September 1, 2009

OVERALL OBJECTIVE:

Provide administrative support to the Managing Director of TUI Expeditions, the President of YMT Vacations and the Vice President, Finance CFO.

RESPONSIBILITIES:

The Executive Assistant enhances the effectiveness of the senior leadership team by providing management support and representation of the executives to a diverse group of internal/external contacts such as guests, company leaders, vendors and partners.

The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a fast paced and growing organization.

- Responsible for heavy calendar management, requiring interaction with both internal and external contacts to coordinate a variety of appointments, agreements and other meetings.
- Prepare internal and external communications as required
- Coordinate travel arrangements, management and coordination of meetings, appointments and itineraries
- Answer phones, represent the senior leadership team and direct incoming calls to appropriate party promptly and efficiently.
- Completes, modifies, and/or maintains important documents using word processing, spreadsheet software, and other company software tools.
- Conserves the senior leadership's time by reading and routing correspondence, drafting letters and documents, collecting and analyzing information, and initiating telecommunications.
- Researches, compiles and summarizes a variety of informational or statistical materials.
- Provide back administrative support when required to other Executives
- Schedule staff briefings and company events
- Assist in the preparation of presentation and board materials as required
- Assist in the preparation and distribution of the daily, weekly and monthly reports
- Budget and manage the expenditure of the administration department
- Manage day to day office administration including office inventory, overseeing the physical set up of office space, maintenance and service for office and offsite storage
- Monitor the inventory of office supplies and places orders from suppliers
- Arrange on-going maintenance of office equipment
- Facilities coordination such as organizing office cleaning and maintenance activities with outside providers
- Coordinate the moving of boxes and office furniture as required
- Performs errands outside the office as required
- Maintains adjustments to all inventory spreadsheets
- Maintain strict levels of discretion and confidentiality
- Assist with special projects as required

SKILLS AND EXPERIENCE

- This candidate will be a Certified Professional Secretary (CPS) with 3-5 years relevant experience
- Excellent communication (written and verbal) and organizational skills
- Dedicated team player, who demonstrates initiative and independence
- Excellent time management skills and the ability to manage multiple assignments
- Strong MS Office skills (Word, Excel, Outlook and Power Point)

This position includes full comprehensive benefits coverage. Applicants are invited to submit a resume and

cover letter, including salary expectations, to hr@tuiexpeditions.com no later than September 18, 2009. Only those candidates chosen for an interview will be contacted.

For more information, please visit www.tuiexpeditions.com