



**NEWPORT
BEACH
& COMPANY**

Company: Newport Beach & Company
Position: Administrative Assistant
Job Type: Full-Time Employee
Reports To: Director of Administration

Summary of Position

The Administrative Assistant provides a variety of front desk management and general office support for all company departments.

Duties and Responsibilities (including, but not limited to the following):

FRONT DESK MANAGEMENT

- Front Desk Management – Receive visitors, answer questions regarding Newport Beach, handle all incoming calls
- Maintain and process all visitor requests for collateral material including Visitor Guides, Meeting Planner Guides, brochures, etc.
- Keep track of inventory for all available/current brochures and promotional items
- Assist with month-end mailings and quarterly fulfillment of the Visitor Guide
- Maintain weekly/monthly partner referrals and collateral requests (e.g., Visitor Guides)
- Pick up mail daily and distribute to associate's mailboxes

ADMINISTRATION SUPPORT

- Provide administrative support to the Director of Administration and backup support to the CEO in the Director's absence
- Assist with quarterly Board of Directors meeting collateral and material setup
- Ensure all kitchen supplies/snacks are ordered and kitchens are kept neat
- Monitor the general office. Maintain copy room organization.
- Assist with special projects as needed

MARKETING & PR SUPPORT

- Assist with creating and assembling gift bags for special events
- Mailing out RFP promotional mailers
- Custom orders for merchandise and various items
- Organize props in the office and in the storage unit
- Tracking award and Marketing deadlines



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GROUP SALES SUPPORT

- Package and shipping of Trade Show material
- Sales Folder collateral
- Client gift assembling
- Distribution of client gift cards

Qualifications

- Excellent writing and proofreading ability.
- Good analytical skills and ability to generate reports.
- Excellent computer skills with knowledge of Microsoft Office Suite
- Knowledge of CRM tools and e-blast tools such as SimpleView and Certify, a plus.
- Excellent organizational skills, coordination, and attention to detail.
- Projects an enthusiastic and professional appearance.
- Ability to think creatively and innovatively.

Benefits

- 401(k) voluntary employee contribution with up to 5% company match
- 401(k) automatic 3% profit sharing (no-match required)
- Flexible Spending Account
- 100% Company-Paid Health Insurance (employee only)
- 100% Company-Paid Dental, Vision, Disability and Life insurance
- Paid Time Off
- Paid Holidays
- New Employee Referral Program
- Education/Tuition Reimbursement
- Wellness Benefit
- Stay & Play Benefit
- Cell Phone Reimbursement
- Home Internet Stipend
- Compensation level contingent upon experience and qualifications

Compensation: Pay range of \$45,000 to \$50,000 (\$22 to \$24/hour) based on experience and skill

Schedule: Monday to Friday 8:00 am to 5:00 pm, with a 1-hour lunch

If you feel you meet or exceed these qualifications, Visit Newport Beach, Inc. would love to hear from you.



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Newport Beach & Company and Visit Newport Beach, Inc. are fully committed to Equal Employment Opportunity and to attracting, retaining, developing, and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal or state law. We provide a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.

The above position profile is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their manager in compliance with Federal and State Laws.