



PART-TIME EXECUTIVE ASSISTANT

Brllnt is a strategic marketing and design studio based in Washington, DC where we operate under the core philosophy that marketing is design is everything. Our clients range from tech-based businesses and universities to social impact and capital investment groups. Our team is comprised of exceptionally talented and passionate human beings who care about showing up, creating campaigns with purpose, and producing the best work on behalf of our clients.

Job Related Info

- Brillnt is an equal opportunity, affirmative action employer
- Duration: Temporary to permanent
- Job Type: Part-time
- Salary: \$16.00 /hour

Reports to:

Executive team

Brllnt is seeking to add a reliable, organized part-time Office Assistant to our team to manage the day-to-day administrative aspects of the office and support team members. The successful applicant will have a positive attitude and a desire to work as efficiently and effectively as possible. This role will be approximately 15-20 hours a week and is located in the Washington, DC office at least three (3) days a week.

Key Responsibilities

- Provide administrative and confidential support for the Executives, including general administration, project management, and editorial assistance; manage calendars and travel plans, coordinate meetings, support Brillnt and client events
- Arrange meetings and travel for team members and visitors; arrange for in-house hospitality for the company's applicants, new hires, and visitors
- Correspond with the team, for example, to ensure that information is disseminated and deadlines are met



- Obtain business licenses, certifications, and manage related communication as needed
- Assist others in clerical, accounting, and research duties as directed
- Work with minimal supervision to plan, prioritize, and organize a diversified workload
- Compile data and other information; create attractive and effective reports; prepare, fact-check, edit presentations, correspondence, memos, charts, tables, graphs, business plans, slideshows, etc in Word, Excel, and PowerPoint or Google's G suite of products
- Prepare and audit expense reports, credit card statements, check requests; assist with timesheet accounting and administration
- Process department invoices, investigate invoice discrepancies as necessary
- Compile and write up market, competitive, and other research projects as assigned
- When requested, discretely assemble confidential and sensitive information
- Assist with quality control
- Insure paperwork is properly filed, in physical or digital spaces, and that the office as a whole remains organized and clean
- Manage office supplies
- Other duties and projects as assigned

Skills and Attributes

- Excellent planning, time management, decision-making and organization
- Excellent written and verbal business communication skills, including strong grammar and proofreading skills
- Ability to work in a fast paced, team environment with rapidly changing priorities in a dynamic and unpredictable context
- Meticulous attention to detail – demonstrates accuracy and thoroughness, organized, monitors own work to ensure quality
- Demonstrates Brllnt's values of positive collaboration, openness, mutual support and learning to make a difference in our organization and our work.

Qualifications & Education

Any combination equivalent, but not limited, to the following:

- BA/BS degree preferred

- 2-3 years experience with administrative support at an executive level preferred
- Advanced knowledge of G Suite products (Drive, Docs, Sheets, Slides) and / or MS Office software products (Word, Excel, PowerPoint, Outlook) required (G Suite is preferred)
- Ability to learn to use software and other information systems tools as assigned
- Ability to learn, understand, and carry out departmental operations and procedures
- Capable of relating to and interacting with individuals at all levels

Job Related Information

Brllnt is an at-will employer in the District of Columbia. Employment regulations applying to Washington, DC will apply.

This position could turn into a full time position as the role expands.

Job Location: Washington, DC

ETC.

Being Brllnt comes with its own set of expectations—it's a big name to live up to both for the clients we represent, the work we produce, and the culture we embody. That means we show up every day caring about the results we impact, the designs we craft, and the stories we tell. It means knowing when we can do better, when we can learn more, when we need to lean on our team for ideas and answers, and knowing when we need to step up. Our expectation at Brllnt is such. We don't expect perfection, we expect brilliance.

At Brllnt, we believe in the ever-changing, the ever-evolving, and the ever-growing—both for our clients in design and marketing, and for each of our team members. We believe that business is personal, especially for industries we serve. Our daily objective is to become more brilliant, individually and as a team.

Expect rolling performance reviews where we will discuss strengths, areas of improvement, and growth opportunities. Every 6 months, we'll want to sit down to explore where you are at and where you want to go. This means your responsibilities will adjust as you tweak and hone in on your expertise, as our clientele shifts and expands, and as our team continues to grow.

We are passionate about growing an open, respectful culture that is nurturing towards the professional goals and personal development of each member. This means everyone is

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comfortable giving and receiving direct communication about what is going well, and where there is room for improvement.