Our company is hiring for an executive support. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for executive support

- Maintain and share a calendar of relevant awards for CNNIC submission – coordinate and help support all entries
- Management and updating of the internal CNNIC intranet
- On-going support around the editing and maintenance of the CNNIC external website
- Supporting the Senior Designer (Marketing) with management and co-ordination of all requests marketing requests
- Pro-actively collate and circulate pertinent information to relevant sales teams, including but not limited to CEO appearances on CNN platforms, with video links if appropriate and post campaign reports/presentations
- The role will be based in Pittsburgh, PA
- Create and design training schedules for hardware and software installs, large or small
- Ensure all relevant training materials are present for the client when requested
- Plan 3rd party involvement with manufacturers Sharp, Ricoh to assist with training requests on projects and installations where required, ensuring they have all the relevant information
- Complete and maintain training records and prepare reports for submission as necessary

Qualifications for executive support

Crimes, Prohibitions and Sanctions Policy CDD, Anti money Laundering policies and fraud prevention, risk avoidance policies and practices

- Must be an exceptional communicator
- Work and complete projects with minimal supervision
- Ability to juggle time and resources to meet or exceed expectations in high-profile situations while maintaining professionalism under pressure
- Bachelor's Degree in Computer Science, or the equivalent combination of education, training and experience in an appropriate information technology environment form which comparable skills can be acquired
- 5+ years' experience providing senior level desktop support services to executive personnel and their assistants