



Point Seven Group

CONTRACT ROLE Executive Assistant Job Description			
Position	Executive Assistant	Reports To	CEO
Location	NY, New York	FLSA Status	N/A, Contract Position
Compensation	\$28 - \$35/hour (or BOE)	Start Date	Immediate; Two Month Contract (40 hours/week)

About the Role

Point Seven Group (Point7) is in search of a Contract Executive Assistant based in NY, NY. While the role will begin as a Contract position, it can become a full-time role after the two month engagement concludes, if mutually agreed upon by both Parties. Point7 is pleased to offer full-time hires a generous benefits package including health insurance, vision insurance, dental insurance, 401k matching, education stipend, competitive salaries and a generous PTO offering.

This is not your ordinary Executive Assistant position; we are in search of a dynamic professional interested in growing alongside our team, supporting across a broad range of projects and assignments. This position is a high visibility role reporting directly to Point7's CEO, Ashley Picillo. The role will consist of in-person work as well as remote work and on-site work at various events and client sites. The ideal candidate has more than five (5) years of experience supporting an Executive and/or Executive Team and recognizes that the core function of this role is to preserve time for the CEO, allowing the organization to grow and continue expanding. The Executive Assistant is responsible for executing upon a variety of assignments that ensure smooth day-to-day operations.

Point Seven Group:

Point Seven Group (Point7) is a tenured, global management consulting firm dedicated to the commercial cannabis industry. Our world-class team of experts, who have direct hands-on experience in the regulated cannabis industry, is known for agility, speed, and exceptional service. Our success is measured by that of our clients, whether that's winning licenses, creating global brands or expanding operations into new markets. We've developed a holistic service offering that addresses our clients' business needs from pre-application strategy, through licensing, facility and operational setup, compliance, expansion, and exit. We create a custom roadmap for each client, delivered with high-touch service to ensure our clients hit every milestone, in every market, every time.

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Location:

Point7 employees and consultants have been 100% remote, with intermittent travel for events and team meetings, since 2020. This position will be primarily remote, though the company is exploring office space in NYC and should the company open offices in NY, the Executive Assistant would be invited to work alongside colleagues. While working remote, the Executive Assistant will be expected to work in an environment that allows for productive, focused work.

Summary of Job Descriptions:

The duties and responsibilities below are not exhaustive.

Identification of Opportunities

- Identify assignments/opportunities to operate more efficiently.
- Communicate recommendations to the CEO articulating specific adjustments that will allow for smoother operations.
- Identify ways to remove work from the CEO and streamline the completion of assignments.

Logistics and Scheduling

- Coordination of travel for the team (Client travel and internal travel) and drafting of clear, detailed, and well-formatted itineraries
- Responding to emails to schedule meetings and phone calls on behalf of CEO and potentially other members of the Point7 team
- Booking appointments, reservations and confirming meetings upon request.
- Preparing agendas, meeting presentations and materials,
- Supporting CEO in coordinating/planning experience for the team to promote workplace culture building.
- Maintain the Companywide Point7 calendar.
- Sending email reminders to the team related to upcoming team OOO, travel and holidays
- Ensure that the CEO has adequate time each day/week to complete critical work by ensuring that meetings are booked for succinct amounts of time.
- Reschedule meetings in the event CEO's travel plans change or an emergency arises

Project Management Accountability

- Utilize Point7's Project Management software (Monday.com) in accordance with Company policies.
- Establish automations and reports (upon request) to promote more efficient, teamwide usage of the project management system.
- Review assignments for CEO and block time accordingly on CEO's calendar to complete work reviews and/or assignments, assuring that all assignments are accounted for and time has been budgeted for completion.

Phone call Support

- Upon request, participate in phone calls with the CEO taking notes and, post-call, assuring that all action items have been completed by the CEO or other team members as applicable.

Inbox Support

- Supporting CEO in organizing inbox, unsubscribing from junk mail, scheduling time to complete assignments/draft responses to inquiries.
- Prioritize and determine appropriate course of action, referral, or response, exercising appropriate judgement, which reflects the CEO's style and organization policy.
- Serve in a "gatekeeper" role, providing a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support with the company team.
- Respond effectively, efficiently, and professionally with service requests by internal colleagues, and external clients and stakeholders.
- Assist in editing company emails and presentations in various formats.

Contracts & Proposals

- Support CEO in organizing contracts and redlines
- Support CEO in proofreading/preparing proposals and sales content.
- Organize and archive documents as requested

Research & Strategy

- Contribute to client management efforts, including: conducting research; preparing statistical reports; drafting and editing documents, correspondence, presentations; and handling information requests.
- Assist in creating office management and standard operating procedures for improved work flow and anticipated future needs as organization grows, and ensure proper communication of the same.
- Manage information systems operations, including hardware; software; desktop support; internal telecommunications; and strategic systems development and planning, and serve as the administrator for G-suite, Google Meets, Slack, HubSpot, Monday.com, and any programs/applications needed. Support communications systems by identifying needs and evaluating alternative options.
- Other duties as assigned and agreed upon.

People Operations

- Support CEO in managing the hiring process
- Review hiring processes and provide feedback/insight to improve process

AdHoc/Administrative

- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; and completing expense and mileage reports.
- Serve as the primary point of contact on all matters pertaining to the CEO, including those of a highly confidential or critical nature.

- Organize and manage key office records, files and reports.
- Order, receive, and distribute office supplies and other deliveries, when necessary.
- Occasionally support the CEO with personal matters including, but not limited to: coordinating personal travel/leave; assisting CEO in making personal appointments/reservations; receiving mail; depositing checks.

Supervisory Responsibilities:

- No direct reports.

Professional, Interpersonal & Organizational Skills and Abilities

- Capable of 'owning' work from start to completion
- Self-starter and self-motivated, adept at multitasking and able to pivot with changing priorities.
- Ability to work autonomously and remotely.
- Maintain a flexible and positive attitude as workload and assigned tasks fluctuate, dependent upon the active projects and clients.
- Should be comfortable asking for clarifying information and instructions pertinent to assigned duties.
- Versatile business mind with the ability to develop and implement creative solutions in dynamic environments while working autonomously.
- Strong, professional communication skills, both verbal and written, for internal, third-party, partner, and client interactions.
- Strong organizational skills, managing multiple projects with moving parts.
- Ability to interact with clients, partners, and other business-facing engagements in a professional, and intelligent manner.
- Strong reporting skills, including the ability to clearly, and regularly communicate with project managers on progress, project gaps, and estimated timelines.
 - Ability to maintain a log of progress that is accessible at all times without the need for a 1:1 meeting.
 - Ability to quickly adjust to evolving strategies impacted by these reports.

Technical Skills, Knowledge and Abilities (Required)

- Five (5) years of experience serving in an Executive Assistant capacity
- Three professional references required
- Able to use Point7's time tracking software (Xero) recording time worked across a broad range of projects
- Proficient in Google programs including Google Calendar, Gmail, and Google Drive
- Highly organized and able to self-manage assignments, remembering to follow-up accordingly once emails are sent.
- Excellent communication skills (written, in-person, phone)
- Excellent research and writing skills
- "No assignment is beneath me" attitude, exemplifying a commitment to the role and company and a willingness to change gears to get work completed
- Collaborative approach to work
- Detail oriented
- Works well autonomously and under pressure
- Maintains professional attitude

Technical Skills, Knowledge and Abilities (Preferred)

- Knowledge of the cannabis industry and/or professional compliance experience within a comparable, highly regulated industry.
- Experience using DocuSign, Monday.com, and Hubspot is a plus.

Physical Requirements:

- Prolonged periods of sitting; some standing and bending.
- Occasional lifting of items up to 25 pounds.
- Manual dexterity sufficient to operate a computer and phone.
- Comfortable with periods of prolonged use of a computer and phone.

Work Environment:

- Ability to work professionally, attentively, effectively expediently in a remote location.
- Constant interaction throughout the day with company colleagues, clients, and external stakeholders.

Travel Requirements:

- Travel is a job requirement for the vast majority of Point7 employees.

COVID-19 Vaccination Requirements:

- Given the nature of our work, consulting clientele across the U.S., as well as in other countries, all new hires are required to be fully vaccinated at the time of hire and must be able to provide supporting documentation.
- Point7 must wear masks in company offices, visiting clients, and in other situations as required.

Disclaimer:

The above statements are not intended to be an exhaustive list of all responsibilities, duties, and skills required of this position. Nothing in this job description restricts the Company's right to change, assign, or reassign duties and responsibilities at any time, for any reason.

INTERESTED IN APPLYING?

Email careers@pointsevengroup.com or visit our website:
www.pointsevengroup.com/careers