



Title: Executive Assistant to CEO

Reporting To: Chief Executive Officer

Location: Los Angeles, CA

Executive Assistant to CEO

The Switch Enterprises, LLC (*"The Switch"*) founded in 1991, is the largest privately held video solutions service provider in North America. *The Switch* is recognized as the industry leading pioneer of video solution services through our innovative fiber optic network and currently provides advanced video switching and local fiber circuit services, scalable Ethernet, and *Home Runs* remote production via its *Five Nines Service* across the United States, United Kingdom, and Canada. *The Switch* was recently awarded a U.S. system patent for customer-controlled video data content delivery, the 2013 New Bay Media Product Innovation Award for Switch-IT, and the 2012 Broadcast Engineering Excellence Award for Network Automation. The Switch has experienced explosive growth and offers a fast paced and dynamic work environment with a focus on exceeding both individual and team expectations. Our customers demand "Unparalleled Quality" and *FiveNines* reliability from our network and it is our corporate responsibility to satisfy their expectations by continuing our expansion in services and network reach, while remaining cost effective. Learn more about us at: www.theswitch.tv.

The Switch is seeking an Executive Assistant to act as the right hand to our CEO. This individual will be responsible for handling all aspects of our CEO's day-to-day as well as assisting other Company executives as needed. This is an ideal opportunity for an energetic, sharp and motivated go-getter who excels at multitasking and has a "can do" attitude. The ability to work successfully in a team environment and build effective relationships cross functionally throughout the Company is essential for success in this role.

Principal Responsibilities:

- Provide daily administrative support to CEO (in-person & remotely) as well as Company executives.
- Strategic & proactive calendar management for CEO (daily scheduling & meeting arrangements for internal & external purposes amongst various time zones). Understand scheduling priorities, while protecting CEO's time & adjusting calendar as necessary.
- Travel booking & coordination (domestic & international), providing detailed itineraries & coordinating flights, hotels, dining & ground transportation logistics. Maintain all travel schedules, meetings & details in CEO's calendar.
- Assist in meeting preparation & ensure CEO is prepared for upcoming commitments & responsibilities.
- Prepare and submit CEO's monthly expense reports.
- Assist with preparations and logistics for scheduled meetings, conferences, office events & customer related needs.
- Conduct research & prepare reports for CEO as needed.
- Handle & maintain extremely sensitive materials with utmost confidentiality.
- Assist EVP, Sales with day-to-day needs & related team needs. Complete key projects as assigned such as handling contracts, maintaining & updating the CRM database & following up

on new sales inquiries while directing to appropriate The Switch sales resource for follow up. Set appointments with customers & prospects for EVP, Sales.

- Assist SVP, Operations with day-to-day needs & general assistance and support for the Operations team.
- Perform various administrative duties such as answer phones, scanning, filing, expense reports, and ordering office supplies as needed.
- General day to day office management for the California (Los Angeles & Burbank) offices.
- Assume ownership of special projects as assigned.

Required Skills:

- Bachelor's Degree & minimum of 5+ years' experience supporting a CEO or C-level executive in a support role is required.
- Previous Executive Assistant experience is a key asset for this position.
- Meticulous attention to detail, time management and appropriate follow-up skills.
- Highly professional, collaborative & discreet.
- Excellent communication (both written & verbal), interpersonal skills as well as the ability to build relationships with relevant stakeholders, staff, board members & external partners.
- Proficient in MS Office: PowerPoint, Excel, Word, Outlook.
- Excellent project management & problem-solving skills.
- Expert multi-tasker & exceptionally organized.
- Ability to thrive in a fast paced & challenging environment.
- Persistent & resourceful with the ability to think ahead & act independently.
- Some travel may be required.

Schedule/Compensation:

- Full-Time
- Comprehensive Benefits Package
- Compensation based on experience

Please send resumes via email to hr@theswitch.tv. No phone calls, please.