



**Title:** Executive Assistant to EVP, Operations, Engineering & IT

**Reporting To:** EVP, Operations, Engineering & IT

**Location:** New York, New York

### **Executive Assistant to EVP, Operations, Engineering & IT**

Beers 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](http://www.theswitch.tv).

*The Switch* is seeking an Executive Assistant to provide executive level support for our EVP, Operations, Engineering & IT on a daily basis. The Executive Assistant acts as a general assistant to the Executive Vice President of Operations, Engineering and IT and will have a wide variety of administrative support and clerical duties. This is an ideal opportunity for an energetic, performance-driven go-getter who has a “can do” approach and excels at multitasking.

#### **Principal Responsibilities:**

- Provide administrative support, operation coordination and project management to the EVP, Operations, Engineering & IT and related departments.
- Collaborate with EVP, Operations, Engineering & IT to organize and track departmental activities, projects, purchasing, and external/internal communications.
- Assist with developing and tracking 7 departmental operating and capital budgets.
- Assist with departmental project managers by tracking financial related components of all projects to adhere to project budgets developed by the Finance department.
- Collaborate with EVP to analyze and research Company real estate needs and related future and ongoing construction projects.
- Manage travel approval requests for related departments when necessary.
- Maintain and manage equipment, service maintenance and vendor contracts.
- Manage real estate leases and related notification requirements.
- Provide general day to day office management for the New York City NOC office (order & purchase office materials, groceries & supplies, light housekeeping, mailing and shipping and related clerical duties).

- Arrange and assist with office meetings, lunches and events as well as routinely maintaining a clean, organized and well-functioning office environment.
- Serve as the NOC office main point of contact for reception related duties.
- Answer incoming phone calls on a daily basis.
- Prepare ad-hoc projects as requested.

**Required Skills:**

- Bachelor's Degree and minimum of 2+ years' experience in an executive support role required.
- Proactive thinking, excellent planning and organizational skills.
- Meticulous attention to detail, time management and appropriate follow-up skills. Ability to work quickly and efficiently in a fast paced and challenging environment.
- Highly professional, collaborative, and discreet with the ability to handle sensitive and confidential information.
- Excellent communication (written and verbal) and interpersonal skills as well as the ability to build relationships with stakeholders, including staff, board members and external partners.
- Proficient in MS Office and tech savvy. Prior software knowledge of Concur, NetSuite & ScheduALL preferred.
- Persistent and resourceful with the ability to think ahead and act independently.
- Ideal candidate will anticipate needs in the office and accomplish tasks proactively.
- Some travel may be required.
- Previous EA experience is a key asset for this position.

**Candidate Qualities:**

- Well-organized
- Courteous
- Reliable
- Strong work ethic
- Productivity
- Professionalism
- Problem-solving and critical thinking skills
- Discretion
- Multitasking ability
- Teamwork and collaboration skills

**Schedule and Compensation:**

- Full-Time
- Competitive Salary
- Comprehensive Company Benefits

Please send resumes via e-mail to [hr@theswitch.tv](mailto:hr@theswitch.tv).

