



MartinGray PR, LLC

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## **EXECUTIVE ASSISTANT**

### Responsibilities

- Extensive and strategic calendar management
- All travel and logistical arrangements
- Coordinating and managing all internal and external commitments, priorities and all related administrative needs
- Participating in and supporting Executive leadership meetings
- Acting as primary contact for the Principals with internal executives and other staff, clients and the larger business community and advising Principals on activities
- Working closely with the Principals regarding financial and corporate governance requests, as well as other financial matters
- Developing and maintaining a complete electronic and hard copy filing system for all client and contact information
- Providing direction, coaching and leadership to agency administrative staff and resources
- Working with Principals in organizational and space planning