

Instructions: Interested candidates should read the full job description to determine if they meet the requirements of the position. Only qualified candidates should submit resumes.



Interested parties can apply at: <http://www.innlink.com/careers>

Job Title: Division Assistant
Reports to: Directors of Divisions
Location: Hendersonville, TN
Hours: Full Time – Monday through Friday 8AM to 5PM
Industry: Hospitality

Job Description

The right Division Assistant will be proactive in providing both administrative and analytical support to multiple Division Directors, with the ability to identify and anticipate needs of Management. The Division Assistant will also be assisting in the coordination of general administrative duties including the provision of monthly reports and data analysis as directed.

Duties

- Schedule/coordinate meetings and other events, including and not limited to the organization of web and video conferences and catering
- Make outbound calls from specific targeted lists to set appointments for division sales teams. Ability to identify right person and schedule confirmed appointments
- Managing multiple calendars working with other admin and executive assistants
- Collect and Manage data on excel spreadsheets and within CRM system, salesforce.
- Occasionally assist with travel arrangements and administrative support for visitors to the site
- Composes presentations, meeting minutes and other documents / reports as directed
- Handle follow-up subjects referred. Frequently working with people in senior leadership positions to supply or obtain information
- Maintain division manuals
- Place purchase orders for operating supplies and services for division
- Work with other divisions/departments as needed
- Assist with large projects including but not limited to annual budgets, annual financial statements, annual audits and annual reports
- Other duties and/or projects as assigned

Skills and Specifications

- Very strong written and verbal communication skills
- Highly organized and structured, high attention to detail
- Able to multi – task and manage multiple priorities, with strong interpersonal/influencing skills
- Able to meet deadlines while working in a fast paced environment
- Self-directed and able to complete projects with limited supervision
- Must demonstrate excellent decision-making and problem solving skills
- Very strong computer skills. Microsoft Excel expertise (including v look ups, macros) – knowledge of Microsoft word and PowerPoint
- Able to work in an environment of considerable discretion, confidentiality
- Responsive and flexible - team player
- “Can Do” approach to problem solving
- Tenacious and results orientated - accountable