



The Revelry Group
14269 N. 87th Street
Suite 105
Scottsdale, AZ 85260
(503) 227-3606

Position: Revelry Exchanges, Executive Administrator, Part-Time

Reports to: President, Revelry Group

Job Description:

Based in our Phoenix office, the Executive Administrator (EA) will be a critical member of the support staff for Revelry Exchanges. The EA will provide personalized secretarial and administrative support to the Revelry Group President in a professional and timely manner. The EA works one-to-one with the president and will also support the broader Exchanges team. The candidate must be flexible to meet the demands of our growing organization. The ideal candidate will have impeccable organizational skills (computer & Microsoft Office, including PowerPoint), and prior experience in an assistant role. This is a fast-paced, challenging, exciting and rewarding opportunity.

Roles And Responsibilities:

- Serve as the primary point of contact between the President and internal/external clients
- Maintain electronic notes and memos, arrange meetings and appointments and provide reminders as needed
- Handle requests, feedback, and queries quickly and professionally
- Communicate effectively with Revelry Group teams in remote offices on a daily basis
- Arrange executive travel, hotel and dining arrangements as needed
- Adhere to complete confidentiality on all matters
- Take dictation and meeting minutes, accurately enter notes and distribute
- Produce professional quality reports, presentations and briefs
- Develop and carry out an efficient documentation and filing system for both paper and digital records
- Ensure compliance with expense management and reporting
- Delegate tasks as appropriate to other members of the team
- Monitor office supply levels; reorder when appropriate
- Other duties as assigned by the President of the Exchanges Division
- 20 hours a week to start, with the possibility for full-time employment as the Revelry Exchanges service division continues to grow

Qualifications:

- Minimum 2 years experience as an Executive Administrative Assistant, Senior Executive Assistant or in other secretarial position
- Passion for the food and hospitality business
- Exemplary planning and time management skills
- Full knowledge of office management procedures



- Basic bookkeeping and math skills
- Resilient and able to adapt to changing needs, priorities and responsibilities
- Current in today's office technology, and computer software, such as MS Office, including PowerPoint, and Salesforce
- Ability to prioritize daily workload
- Strong verbal and written communications skills, experience with dictation – concise, articulate and polished
- Discretion with personal and confidential information

At Revelry Group, we have a vision to celebrate shared value in life and business:

We began as a marketing agency, nearly 20 years ago, and we have grown into a world-class organization, servicing Fortune 500 companies like Marriott, Schwan's Company, S. Pellegrino, Nestle, Idahoan, Hershey Foodservice and others. Our unique ecosystem is the mechanism for creating shared value with our clients, communities, team members and their families. It is also what gives Revelry Group our competitive edge. Our partners appreciate our differential platform. We are fully embedded in the food, beverage and hospitality sectors through marketing and communications services, curated exchange experiences, and innovative product offerings.

About Revelry Exchanges: <http://www.revelryexchanges.com/>

“More personal than a conference. More impactful than a meeting.”

Revelry Group owns, plans and executes seven annual events, and our business is growing. These Exchange experiences connect foodservice and hospitality executives in some of the most beautiful outdoor locations in the country. The attendees access world-class speakers, dynamic content, deep insights and connections that improve businesses and lives.

Our Mission and Values:

Our mission and values drive everything we do here at Revelry Group. We are a B-Corp certified company. We meet rigorous standards of social and environmental performance, accountability and transparency. Our mission is to be an agency of positive change and an instrument of good for our clients, communities, team members and families.

As part of our commitment to bettering our communities, Revelry Group founded [LEAP](#), a 501(c)(3) non-profit that serves people struggling with extraordinary life circumstances. Revelry Group team members offer their time, talents, and resources to help fulfill the LEAP mission.

Revelry Group provides for a fair and equal employment opportunity for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, gender, pregnancy, sexual orientation, gender identity, age, marital status, familial status, disability or genetic information, in compliance with applicable federal, state and local law. Revelry Group hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

Interested candidates, please send resumes to Kristin Bowers, Human Resources, at kbowers@revelrygroup.com.