

# Executive Assistant

MORE creative agency is seeking a highly organized and proactive Executive Assistant to support our CEO. This part-time role is ideal for someone who thrives in a creative environment, enjoys a variety of tasks, and loves being part of a fun, collaborative team. If you're detail-oriented, adaptable, and ready to bring your A-game, we'd love to hear from you!

## Who We Are:

MORE is a creative agency based out of Athens, Georgia. We're all about showcasing the true value of brands and individuals. At MORE, we do it all—website design, brand creation, SEO, social media management, and so much more for companies across the Southeast. Since 2020, we've been bringing MORE to the table, cheering on our clients and taking their brands to the next level.

But we're not just another creative agency—we pride ourselves on our collaborative, team-focused environment. We're looking for someone who's not only excited to contribute to our work but is also ready to add to our fun and lively office culture.

## Responsibilities:

- Provide administrative support directly to the CEO, including managing their calendar, scheduling meetings, and handling communications
- Assist with project coordination, timelines, and deliverables for tasks assigned by the CEO
- Act as a liaison between the CEO and internal teams, clients, or external partners
- Manage confidential information and organize sensitive files
- Conduct research and gather information for leads and projects
- Assist in event planning, organizing company functions, and office management tasks including light bookkeeping (+ helping plan our company trips!)
- Assist on creative projects and ad-hoc tasks as directed, most likely to include websites and social media

## Requirements:

- Strong organizational and multitasking abilities

- Excellent communication skills, both written and verbal
- Experience with Google Workspace
- Familiarity with project management softwares like ClickUp is a plus
- Ability to prioritize tasks, work independently, and adapt to changing priorities
- High level of professionalism and discretion when handling sensitive information
- Strong attention to detail and problem-solving skills
- Positive attitude and adaptable to the dynamic needs of a fast-paced environment

### **Perks of Working at MORE:**

- Flexible part-time schedule (12-25 hours per week)
- Competitive hourly pay
- 4% 401k Match
- Yearly Company Trips
- Opportunity for future growth and full-time employment
- A creative and collaborative office environment
- Fun, lively office culture, complete with our Chief Marketing Officer (dog lovers welcome!)

### **How to Apply:**

If you're ready to bring MORE to our team, send your resume and a brief cover letter to [info@wearemore.agency](mailto:info@wearemore.agency). We'd love to hear why you're the perfect fit for this role!