

# United States Jobs Expertini®

## Executive Personal Assistant

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Company: Three Six Zero

Location: United States

Category: other-general

**ABOUT THREE SIX ZERO:** Three Six Zero is a global management and entertainment company at the forefront of music, film, television, digital content, and Web3. Our company is home to some of the world's most prolific talent including Calvin Harris, Marcus Rashford, FKA twigs, Skepta, Will Smith, Jada Pinkett Smith, Jaden, Willow, Jason Statham, and more. Our offices are located in Los Angeles, London, Miami, and Tokyo.

**THE ROLE:** Three Six Zero is seeking a first-class Executive Personal Assistant to provide support for the managing director of one of our partner orgs. Strong candidates will have experience working in a similar role providing 24/7 support to an executive or high-profile individual. Candidates must be local to Los Angeles and will typically work out the office 5 days per week.

**RESPONSIBILITIES:** Heavy calendar management, scheduling and coordinating personal, social, and professional appointments. Serve as the primary point of contact on behalf of the Executive for staff, clients, and industry contacts maintaining credibility, confidentiality, and trust. Send schedule daily and follow up with reminders to maintain the flow of the day. Coordinate with teams internationally, working across multiple time zones. Overseeing client gifting- finding unique and meaningful gifts for clients, partners, friends, and family. Assist with meeting prep, agendas and dissemination of notes/action points. Managing travel- creating itineraries, commercial / private flights, ground transportation, hotels, etc. Managing client and manager calendars with confirmed shows, interviews, releases, meetings, calls, and deadlines. Provide support for artists across all of their business. Coordinating with artists teams – record labels, business management, merchandise, booking agents, attorneys etc. General upkeep and organization of clients' assets.

(artists' press kits, press shots, bio, masters, artwork, and contracts) Prepare and review expense reports monthly in line with business management Assist with researching various requests Running miscellaneous errands as needed Ad-hoc projects and administrative support as needed Assist with overseeing office maintenance and operations Assist with household errands as needed

**QUALIFICATIONS:** 3-5 years' experience in a comparable role in the entertainment or music industry Excellent interpersonal skills; comfortable interfacing with executives, associates, and other internal and external business contacts Candidate must have the ability to work well in a dynamic and fast-paced organization and manage multiple tasks and conflicting priorities Ability to plan ahead and anticipate needs Excellent written and verbal communication skills Must be resourceful and have the ability to problem-solve independently when needed Advanced Microsoft Office and Google Suite skills Exceptional organizational and time management skills- Ability to work against deadlines, independently manage workload, be adaptable, and highly flexible Attention to detail and timely follow up Demonstrated ability to handle sensitive issues and maintain complete confidentiality Capable of writing reports and business correspondence Excellent organization, prioritization, and time management skills Must have access to reliable transportation

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