

# Administrative & Marketing Assistant



Full time – 10 months – Greenwich, Connecticut

## Description of the company

A private country club located in Greenwich, Connecticut is looking for an administrative and Marketing Assistant to join their team.

## Missions

- Works directly with the Executive Chef and General manager in the successful execution of daily activity and special events
- Greeting members as they enter the club, taking reservations, working on table layouts for dinners and private events, responding to emails, creating reservation sheets online
- Serve as point person for organizing all large mailings
- Assist in the ordering, receiving, stocking and distribution of office supplies
- Manage conference room reservations and organize all aspects for meetings
- Maintain confidential records and files
- Perform other related duties as required

## Skills

- Have a degree in International Business/Marketing/Hospitality
- Excellent oral communication and listening skills
- Ability to follow directions
- Excellent customer service skills
- Excellent verbal and written communication skills in English
- Passion for the marketing industry and its best practices