

**Personal Assistant
at Artis**
New York, NY

About Artis

Artis, located in central Manhattan in New York City, is seeking a dynamic, polished, organized, educated and ambitious full-time Personal Assistant. This highly-visible position will be responsible for managing a unique blend of personal assistant and project management responsibilities for the Founder, Managing Partner, and will get exposure to many moving parts of a fast-growing, entrepreneurial business. This position requires a passion for operating in a support and service-oriented role, along with a commitment to high quality work and an EQ that is as strong as his/her IQ. Schedule is Monday – Friday, 9:00am – 6:00pm. Candidates must be comfortable reporting to office daily, some work may require travel, domestically & internationally.

This is a newly created position in a growing office with a great creative culture.

What you will be responsible for:

- Proactively manages the workflow of the Managing Partner, to facilitate and make their time more efficient regarding meetings, research, correspondence, and milestones.
- Helps organize critical work projects. Prioritizes with the Managing Partner to make sure that all objectives are addressed and handled in a timely manner.
- Maintain organization and pay attention to detail throughout the day to ensure all tasks and important deadlines are handled and met accordingly.
- Takes initiative and uses sound judgment to prioritize the nature of incoming requests
- Run day-to-day errands as well as coordinate meetings and events; manages ad hoc projects.
- In charge of recording minutes during meetings and to track important items discussed that require timelines and deliverables.
- Maintains beauty industry knowledge by reviewing relevant publications; establishing personal networks; participating in professional societies and events.
- Collaborates with the Office Manager on related administrative needs.

Desired Skills and Qualifications:

- Experience as an assistant within a fast-paced organization would be a bonus.
- Ability to prioritize and manage a number of simultaneous projects, with strong skills in anticipating and proactively solving for needs and challenges.
- Ability to be internally inspired to perform a task to the best of one's ability using his/her own drive or initiative.
- Flexible and responsive to evolving, dynamic business environment.
- Ability to communicate effectively, verbally and in writing, with every member of the organization but particularly with the executive leadership.
- Excellent organizational skills.
- Outstanding attention to detail.
- A team player who is willing and happy to help.
- Strong written and verbal communication skills.

What you will Love about us

- We offer competitive compensation, 50% paid health benefits, 401k
- Fun perks: snacks, brushes and a fun, relaxed office environment

- Work/life balance is important to us and so we offer a Flex Time program, that allows for employees to work with their managers to schedule some personal time during regular business hours.
- Office culture: we appreciate our team so much we host office lunches 3 times a week, happy hours and offsite team outings

Artis is an Equal Opportunity Employer M/F/Disability/Veteran.

To be considered, please submit your resume and cover letter with salary requirements to
HR@artisbrush.com