



Executive Assistant JD

Our Team

Mighty Jaxx is a unique future culture company that creates quality products across multiple categories such as art collectibles and lifestyle items, bridging the physical & digital world by powering it with technology. Since our inception in 2012, we have produced over 1,000 designs in collaboration with world-renowned artists and global entertainment brands like Hasbro, Sesame Workshop, Toei Animation and Warner Bros, delivering 5 million units of tech enabled collectibles to collectors in over 60 countries in 2020 alone.

We are proud to be an equal opportunity employer with a diverse, inclusive work environment and encourage our employees to bring their true fun-loving and high-energy selves to the workplace. With big, vibrant dreams and a culture of high performance in our workplace, you will always be engaged, empowered and feel positively challenged.

At Mighty Jaxx, we always extend our full support to the team to help them reach their full potential personally and professionally. If you love keeping up with the latest trends across different sub-cultures, love technology and are ready to embrace your creativity, we love to have you join us in creating the most unique experiences, products and content for our collectors!

The Job

As our Executive Assistant, you will provide full-spectrum executive-level secretarial support to our Senior Management team (mainly our CEO and COO). This includes managing an extremely active calendar of appointments, coordinating meeting arrangements, minutes-taking, composing email correspondences, consolidating expenses claims, organising in-person / virtual events, preparing presentation documents and assisting in the requisition of materials. You will deal with a diverse group of important external partners as well as internal contacts across all levels of the company. Attention to detail is a must and independent judgment is required to plan, prioritise, and organise a diversified workload.

Responsibilities

- Provide full spectrum of secretarial and administrative support to our senior management team (mainly our CEO and COO)
- Serve as the first point of contact for all internal and external meetings/event arrangements
- Prepare meeting agenda, documentations, proposals and take minutes etc.
- Assist in vendor and contract management, research, and bill reconciliation
- Track documents, maintain spreadsheets, contact lists and files
- Ensure and maintain confidentiality of all appropriate communications and documentation



- Communicate daily with internal and external customers, prospects, partners and vendors with professionalism, courtesy and diplomacy
- Track, prioritize and assign all incoming communications, as necessary, to the appropriate person(s) for response
- Coordinate domestic and international travel arrangements and visas
- Assist in preparing monthly reports, budgets, comparison tables and strategic plans for management's review and direction
- Compose, proofread and finalize correspondence, documents and board meeting materials
- Assist in handling shareholders and external stakeholders
- Work closely with other functions to provide support and plan team events as needed

Requirements

- At least 5 years of full-time, administrative experience directly supporting 2 or more executive members (Director Level or above)
- Excellent written and verbal communication skills; ability to partner closely with the broader team and other cross-functional teams
- Process focused, highly organized, energetic, detail oriented, a problem solver that exhibits sound judgment
- Experienced in coordinating travel logistics on behalf of 1 or more executives
- Proven ability to multitask, organise and manage multiple priorities and deadlines
- Able to handle confidential information appropriately
- Strong interpersonal skills to work effectively with a wide spectrum of stakeholders
- Enjoy a fast-paced working environment, understanding the sense of urgency and have a proactive approach to assignments
- Resilient and agile, quick to adapt to changing priorities
- Excellent computer skills and comprehension of GSuite and MS Office applications

To apply, please send an updated copy of your resume to HR@mightyjaxx.com