



### Executive Assistant

bybabba is seeking a reliable and task-oriented Executive Assistant. The Executive Assistant will work directly with the founder and group CEO, Babba C Rivera and will be responsible for performing a number of administrative duties. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a fast-paced environment. This is an excellent opportunity to join a growing company with a modern approach.

bybabba is a highly-regarded creative brand marketing agency with a high caliber client portfolio in the fashion, tech and wellness industries. The agency prides itself on a dynamic and teamwork-oriented culture focused on creating the highest impact for clients while supporting the growth and development of our team members.

### Duties & Responsibilities

- Coordinate communications, including taking calls, responding to emails and interfacing with clients on behalf of the CEO
- Manage and maintain the CEO's Google calendar, and schedule meetings and appointments and manage travel itineraries
- Prepare internal and external documents and decks for team members and partners
- Arrange company events such as team retreats and celebrations
- Oversee and organize brand collaborations and photoshoots for the CEO
- Support the CEO with errands such as purchasing items, handling deliveries and packages, managing appointment bookings across the board, filling out documents etc.
- Support the broader agency team with company-wide initiatives and events
- Uphold a strict level of confidentiality

### Requirements & Qualifications

- Strong organizational, project management and problem-solving skills with excellent multi-tasking abilities
- Exceptional interpersonal skills, friendly and professional demeanor
- Strong verbal and written communication in English
- Exceptional time management skills; can meet deadlines and prioritize
- The candidate should be comfortable around dogs
- The candidate must be legally authorized to work in the United States

To apply, please send your Resume and Cover Letter to [agency@bybabba.com](mailto:agency@bybabba.com) with the subject line: Executive Assistant Job.