

**Jacksonville Daily Record
Executive Assistant to the Publisher**

The Executive Assistant to the Publisher provides high-level administrative support, manages calendars and acts as a liaison between the publisher, department managers and external stakeholders and visitors.

The Executive Assistant also will handle confidential correspondence, coordinate travel and assist the publisher in the execution of events and important company projects.

Key Responsibilities

- **Calendar & Gatekeeping** — Help the publisher manage the daily calendar, prioritize meetings, vet requests and help ensure the publisher's time aligns with strategic goals.
- **Stakeholder Liaison** — Serve as the primary point of contact connecting the publisher with department heads, advertisers and community leaders.
- **Meeting & Event Coordination** — Organize leadership planning meetings, board gatherings and community town halls. This often includes preparing agendas, compiling data and creating presentations.
- **Travel & Expense Management**: Coordinate travel logistics and process expense reports.
- **Confidentiality** — Handle sensitive corporate, financial and personnel information with the utmost discretion and professionalism. This may include handling of such HR responsibilities as on-boarding information for new hires; terminations; administering employee benefits, enrollments and changes; and payroll adjustments and other employee records.
- **Special Projects** — Take on assignments as needed, including helping to implement operational priorities, special initiatives and assist with staff meetings and community events.

- Office Administration — With the publisher's direction, responsible as the lead in maintaining a proficient, pleasant and clean office environment, including maintaining adequate supplies and serving as primary contact with the building landlord.
- Miscellaneous — Take on other tasks and duties as the publisher identifies, such as maintaining local business licenses and registrations; serving as a contact for vendors

Required Qualifications

- Experience — Typically three to five years of providing administrative support to C-level executives, preferably in the publishing or media industry.
- Tech Proficiency — Advanced knowledge of Microsoft 365, Google Workspace; travel/expense management software; advertising and circulation applications as needed.
- Soft Skills — Pleasant people-oriented disposition; outstanding communication skills; ability to multitask and manage competing deadlines. Must be a self-starter and proactive problem solver.
- Values — Core values and work ethic must align with the company's values and expectations.

Compensation

- Includes competitive base salary commensurate with experience; health, dental and life insurance plans; 401(k) plan with company contribution; paid time off is accrued after the first 90 days and will include five days in the first year; 15 days after the first anniversary of employment; paid holidays include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day.