

**Position:** Executive Assistant/Marketing-Social Media Coordinator

**Department:** Administration

**Who We Are:** Gourmet Galley Catering is a full service, custom caterer with over 20 years of experience. We are certified green and have been featured in Martha Stewart Weddings, The Knot, and Carats and Cake. In addition to our catering division, we operate 2 retail stores in North Stonington and Niantic. We offer prepared foods that are ready to heat and serve as well as local products, foodie retail items and made to order lunch to enjoy overlooking the Niantic Bay! Now you can enjoy our delicious food in our restaurant or in the comfort of your own home!

**What We Need:** The Executive Assistant/Marketing-Social Media Coordinator will support and assist the Owner while performing other administrative duties relating to the catering company, shops, and cafe. We are looking for someone who is fun, energetic, and up for having a job that is not your typical daily routine. Tasks and responsibilities will vary from day to day. The candidate should also have experience with email blast and social media advertising, graphics, and videos (including uploading). The ideal candidate must also be able to make the commute to our locations in North Stonington and Niantic, CT.

**Job Description:** The Executive Assistant/Marketing Social Media is a full time, salary position.

**Responsibilities:**

- Right hand to the Owner, Anna Lathrop, to help grow the Gourmet Galley brands and perform the responsibilities of a high performance executive assistant
- Initiate, organize and implement systems and procedures to efficiently manage administrative operations
- Coordinate activities (meetings, presentations, etc.)
- Calendar management, budgets, arranging conference calls and meetings, compiling and distributing information to company staff and external contacts
- Maintain office and tasting room appearance for all meetings
- Maintain weekly reports and budgets as instructed by the Owner and distribute to relevant team members
- Perform general administrative duties including mail distribution, filing, answering phone calls, updating internal contact lists and replenishing office supplies
- Own the marketing calendar and manage timely publication of social posts and newsletters
- Prepare marketing materials
- Support sales team with weekly selling and reporting
- Participate in special projects as assigned

**Requirements and Skills:**

- The role requires impeccable communication skills and the ability to prioritize and complete multiple tasks in a skillful and timely fashion
- Team player, self starter and fast learner with a can-do attitude

- Strong attention to detail and organizational skills
- Excellent verbal and written communication skills
- Strong sense of urgency; strong prioritization & follow-up skills
- Strategic thinker, business development and growth creative mindset
- Marketing experience with a focus on digital marketing strategies, lead generation, strategies, influencer/ PR, social media, business development, recruitment and team building
- Ability to maintain a high degree of confidentiality while sustaining superior integrity and ethics
- Strong problem-solving, judgment, and critical thinking skills
- Availability on weekdays as well as weekends (especially during the busy summer season) is a must
- Knowledge of Google Suite is required

**Compensation:** \$52,000

**Please send resume and cover letter to:** [work@gourmet-galley.com](mailto:work@gourmet-galley.com)