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Executive Assistant-Global Brand Sponsorships & Experiences

Description

With the right backing, people and businesses have the power to progress in incredible ways. When you join Team Amex, you become part of a global and diverse community of colleagues with an unwavering commitment to back our customers, communities and each other. Here, you'll learn and grow as we help you create a career journey that's unique and meaningful to you with benefits, programs, and flexibility that support you personally and professionally.

At American Express, you'll be recognized for your contributions, leadership, and impact—every colleague has the opportunity to share in the company's success. Together, we'll win as a team, striving to uphold our company values and powerful backing promise to provide the world's best customer experience every day. And we'll do it with the utmost integrity, and in an environment where everyone is seen, heard and feels like they belong.

Join Team Amex and let's lead the way together

The Global Brand Sponsorships & Experiences team leads 40+ partnerships globally, delivering the best in ticket access, live event, and digital experiences across Card Member passion points of sports, music, and various other cultural interests. The Executive Assistant in this role will support the Vice President who leads the Global Brand Sponsorships & Experiences team, as well as one other Vice President who leads a key Sponsorship vertical within the team. The colleague will be instrumental in the team's organization and responsible for calendar management, coordination with other Executive Assistants within the Enterprise, as well as other administrative aspects across the team.

Responsibilities:

- Responsible for calendar management on a daily, weekly, and monthly basis with high attention to detail and timeliness
- Manage general follow-ups and generating reminders to effectively meet deadlines and commitments
- Manage organizational internal and/or external events including guest entry/exit, facilitating F&B, handling space rentals, and planning team-wide outings; all of which requiring organizational skills, being on-site, and excellent communication skills
- Manage IDs, Access, Payroll, monthly expense reports in line with policy
- Manage logistics of meeting administration (in-person, telepresence, and WebEx)
- Procure laptops, office supplies, office space, etc. and managing the procurement process including researching and approving invoices, and researching standard accounting errors
- Time keeping and submission for the team and managing ad-hoc team requests
- Work closely with the other executive assistants on office operations
- Maintain headcount reporting, organizational charts, department Distribution List
- Manage domestic and foreign travel arrangements including air, hotel, dining arrangements, car transfers and meeting agendas, as needed for partner meetings
- Ensure timely preparation and processing of expense reports and invoices; review

Hiring organization

American Express Company

Employment Type

Full-time

Job Location

Remote work from: United States

Base Salary

\$ 26 - \$ 46

Valid through

30.01.2025

Date posted

October 21, 2024

expenses submitted to leader for approval and highlight any out of policy spend

- Communicate effectively with all team members and key internal or external partners of all levels
- Manage office supplies, equipment, and other supply requests
- Coordinate facility, real estate, and office management responsibilities
- Follow up with team on mandatory trainings, as well as other requirements and deadlines
- Assist with special projects and initiatives, as requested
- Ideal candidate should be eager to learn, able to operate in a fast-paced work environment, and flexible to work non-traditional hours as needed to support team leadership

Minimum Qualifications:-

- Ideal candidate should have 3+ years of previous experience as an Executive Assistant to a senior leader and familiarity with office management and team administration
- Strong compass for using discretion and maintaining confidentiality with sensitive information
- Motivated, proactive team player with strong initiative, organizational, administrative, and interpersonal skills
- Strong attention to detail with emphasis on accuracy, quality, timeliness, follow through and sense of urgency in executing
- Excellent time management and organizational skills
- Proven ability to manage multiple priorities, work independently, work within deadlines in a fast-paced, dynamic environment and execute across multiple initiatives/tasks
- Must work well under pressure without losing composure and professionalism
- Ability to interact effectively and diplomatically with executives and Executive Assistants across the organization and externally
- Excellent verbal and written communication skills (via phone, email, and in-person)
- High level of proficiency using MS Office including Word, Excel and PowerPoint, as well as internal AXP (or related) tools and systems – phone functions, MS Outlook, Ariba, Concur, Payroll and myHR
- Preferred if already knowledgeable about AXP policies and office procedures

Salary Range: \$24.05 to \$48.10 hourly + bonus + benefits

The above represents the expected hourly pay range for this job requisition. Ultimately, in determining your pay, we'll consider your location, experience, and other job-related factors.

Employment eligibility to work with American Express in the U.S. is required as the company will not pursue visa sponsorship for this position.

We back our colleagues and their loved ones with benefits and programs that support their holistic well-being. That means we prioritize their physical, financial, and mental health through each stage of life. Benefits include:

- Competitive base salaries
- Bonus incentives
- 6% Company Match on retirement savings plan
- Free financial coaching and financial well-being support
- Comprehensive medical, dental, vision, life insurance, and disability benefits
- Flexible working model with hybrid, onsite or virtual arrangements depending on role and business need
- 20+ weeks paid parental leave for all parents, regardless of gender, offered for pregnancy, adoption or surrogacy

- Free access to global on-site wellness centers staffed with nurses and doctors (depending on location)
- Free and confidential counseling support through our Healthy Minds program
- Career development and training opportunities
- Access to Amex Marketing U, a unique learning and development program built for marketers, by marketers. Amex Marketing U inspires marketers to develop their career through innovative learning experiences and opportunities that foster collaboration and knowledge sharing across the enterprise.

For a full list of Team Amex benefits, visit our Colleague Benefits Site.

American Express is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, disability status, age, or any other status protected by law.

We back our colleagues with the support they need to thrive, professionally and personally. That's why we have Amex Flex, our enterprise working model that provides greater flexibility to colleagues while ensuring we preserve the important aspects of our unique in-person culture. Depending on role and business needs, colleagues will either work onsite, in a hybrid model (combination of in-office and virtual days) or fully virtually.

US Job Seekers/Employees – Click here to view the “Know Your Rights” poster and the Pay Transparency Policy Statement.

If the links do not work, please copy and paste the following URLs in a new browser window: <https://www.dol.gov/agencies/ofccp/posters> to access the three posters.