



EXECUTIVE ASSISTANT/OFFICE COORDINATOR

TROIKA Entertainment is currently seeking an Executive Assistant/Office Coordinator with 2+ plus years of experience in theatrical production, theater administration and/or office management. The Executive Assistant/Office Coordinator provides support for all TROIKA office operations including ordering supplies, liaising with vendors, new employee orientations and ensuring the smooth day-to-day office operations. The Executive Assistant/Office Coordinator also provides high-level administrative support to company executives by conducting research, preparing reports, handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

Principal Responsibilities:

- Serve as the main point of contact for all office vendors and ensure smooth operations of all office equipment.
- Type reports, memos, letters and other documents using relevant computer software.
- Answer phone calls and direct calls to appropriate parties or take messages.
- Record, type and distribute meeting minutes.
- Coordinate meetings, schedules and events as needed.
- Greet visitors and provide a filter for communication with executives
- Read and analyze incoming memos, submissions and reports to determine their significance and plan their distribution.
- Perform general office duties such as ordering supplies and maintaining records management database systems.
- File and retrieve corporate documents, records and reports.
- Open, sort and distribute incoming correspondence, including faxes and email.
- Make travel arrangements for executive staff.

Requirements:

The ideal executive assistant/office coordinator has obtained either a bachelor or associate degree and/or is proficient in all forms of communication, time management and technical skills. They must have impeccable computer skills and be proficient in all aspects of the Microsoft Office suite. They will be flexible and collaborative and will have the capacity to manage multiple tasks while remaining calm and collected at all times. They will be able to maintain a professional outlook and demeanor while having fun at the office. A working knowledge of the theater industry is considered a plus.

About TROIKA Entertainment

TROIKA Entertainment is a theatrical production company producing touring musical theatre productions throughout North America and internationally. We are based in Rockville, MD a suburb of Washington DC. The location of our corporate office provides the comfort of suburban living while being easily accessible to NYC by train. We offer a competitive compensation package commensurate with experience, which includes a comprehensive benefits package. Periodic weekend and evening work is expected. For more information please visit our website at www.troika.com.

All applicants should send an updated resume and cover letter to: careers@troika.com

TROIKA Entertainment LLC is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms our Company's commitment to the principles of fair employment and the elimination of all discriminatory practices.