



Administrative Assistant / Event Coordinator

[The Chariot Group](#) is recruiting for an [Administrative Assistant / Event Coordinator](#) for its Anchorage office. This position is responsible for conducting reception and administrative functions of the office and coordinating the rentals and use of the company's fee-for-service conference spaces. A typical day might be spent:

- Greeting and directing in-person clients, vendors, manufactures, and other third parties.
- Answering phones, routing caller and/or managing messages, and addressing and/or routing emailed customer requests to appropriate colleagues.
- Managing content and playlists for the company's digital signage in lobby.
- Promoting conference center and preparing and hosting conference room events.
- Coordinating the scheduling, catering, etc. for company meetings and special events held in the conference center or other locations.
- Performing a variety of sales support activities to assist with marketing campaigns, order preparation and finalization, and special projects, as needed.
- Coordinating marketing, advertising, and promotional activities in conjunction with senior management.
- Assisting with social media activities in conjunction with company policies and guidelines. Perform data entry, data clean-up and/or data research in support of marketing/sales activities.

The Chariot Group is willing to train and mentor the ideal candidate provided they have *[at least six \(6\) months of paid or volunteer work experience that included customer service activities.](#)*

The Chariot Group offers competitive wages, paid time off benefit package, medical insurance, 401K, and professional development opportunities. But more importantly, we offer effective, transparent and fair leadership, supportive colleagues, a professional and fun atmosphere, and continuous learning and development.

[Apply today!](#)