

## JOB DESCRIPTION

### THE INSIGHT COMMUNICATION GROUP

The Insight Communication Group, Ltd., is looking for an Assistant to support the CEO and Founder of the company. The successful candidate will work approximately 30 hours a week, with the potential to work some of those hours from home.

We are the leading professional communication specialists in executive communication. We are Chicago-based specialists in coaching executives, managers, sales professionals and consultants to maximize their vocal and verbal effectiveness. Please see <http://www.theinsightcommunicationgroup.com/> for more information.

The Assistant will manage administrative aspects including the following:

- ◆ External and internal communication with corporate executives and clients
  - Includes scheduling appointments, confirming appointments, phone, e-mail, etc.
- ◆ Calendar management, travel coordination, meeting arrangements
- ◆ Special projects or presentations
  - Includes drafting quarterly newsletter with changes, working with PCI to send and confirm receipt of newsletter
- ◆ Creating and revising documents and presentations, special event planning including meetings of the Board
  - Includes client assessments, invoices, workshop handouts, etc.
- ◆ Will handle confidential information

#### Requirements:

- ◆ Excellent knowledge of Microsoft Office products
- ◆ Knowledge of Mac computers is helpful
- ◆ Strong communication skills, both oral and written
- ◆ Must be proactive, self-sufficient, flexible, detail-oriented
- ◆ Must be highly organized with strong time management skills

Interested candidates should send a cover letter with their resume to The Insight Communication Group, 1425 W. Schaumburg, Rd, #311, Schaumburg, IL 60194. Or e-mail both to [office@ticgltd.com](mailto:office@ticgltd.com).