



## **Assistant North America & Europe**

### Job Description

We are looking for an Assistant for our global business. This position will report to the Expand360 partners and must be Alpharetta, GA based.

### About Expand360

Expand360 is a firm that helps companies expand in international markets, with a focus on Europe and The Americas. The company is specialized in Business Development in the airport and airline industry. Expand360 represents a variety of international companies, including ICM Auto Bag Drop from Australia. ICM is Expand360's main customer for commercial business in The Americas and Europe. The assistant will however also work with the Expand360 partners on other customer activities. For more Expand360 information, click [\[here\]](#); for more ICM information, click [\[here\]](#)

### Responsibilities:

The Assistant is responsible for streamlining a wide variety of activities for Expand360 related to Executive Assistant duties as well as Sales & Marketing activities.

Sales & Marketing activities include Database Management by syncing and maintaining contacts stored in different locations (Mac, Outlook, LinkedIn, MailChimp and Salesforce). The Assistant will also manage sales reporting (incl. Salesforce) and Marketing Communication. The candidate will work with marketing staff of Expand360 clients, especially with ICM marketing staff in Sydney, Australia.

Executive Assistant duties include Expand360 administrative tasks, incl. receipt processing, expense reporting and invoicing. The Expand360 partners travel across different geographical areas and require assistance for travel arrangements and calendar/planning items (incl. conference attendance, flight and hotel reservations and scheduling sales calls to US and international locations).

### Experience & Skills:

The Assistant likely has experience with companies in an international environment and understands that communication at odd hours are part of the job. The candidate must have a very flexible attitude towards the wide variety of tasks as described. The candidate will have advanced skills with Microsoft Office, especially with PowerPoint and Excel. The ability to communicate in other (European) languages is considered a plus.

### How to Apply:

Please send us email [info@expand360.com](mailto:info@expand360.com)