**Job Title** – [Edit](https://employers.indeed.com/j#post-job/getting-started)

Executive Assistant to the Publisher

**Company** – [Edit](https://employers.indeed.com/j#post-job/getting-started)

National Horseman Magazine

**Location** – [Edit](https://employers.indeed.com/j#post-job/getting-started)

Scottsdale, AZ

**Salary** – [Edit](https://employers.indeed.com/j#post-job/job-details)

$15.00 – $18.00 per hour

**Job type** – [Edit](https://employers.indeed.com/j#post-job/job-details)

Full-time

**Job Description** – [Edit](https://employers.indeed.com/j#post-job/job-description)

**Company Overview:**

National Horseman magazine is a high-end, international “coffee-table” magazine that promotes the Saddlebred, Morgan and Arabian show horse industries, as well as the equestrian lifestyle. Established in 1865, National Horseman is the oldest and most trusted equine publication in the show horse industry, publishing 25 breathtaking issues per year between our two titles: National Horseman and National Horseman Arabian.

**Job Brief:**

National Horseman Publishing is seeking an Executive Assistant to work directly with the Publisher in assisting with administrative tasks, marketing, branding, phone calls, organization, correspondence, data entry, research, etc.

**Roles and Responsibilities:**

* Directly assist the Publisher and the Executive Director
* Manage the Publisher’s daily calendar and appointments
* Assist publisher with marketing, branding, and sales management
* Assist with customer and vendor advertising correspondence
* Assist with the launch of our new online retail store
* Maintain office organization with storage, mail, customer files, etc.
* Maintain organizational communications: spreadsheets, meeting notes, emails, etc.
* Help plan and execute team events, staff meetings, and company parties
* Coordinate, book and manage travel arrangements
* Personal errands as needed

**Skills and Abilities Required:**

* Organized and tech savvy with 2+ years experience in a supportive role
* Detail oriented, driven, able to self organize and comfortable with ambiguity
* An effective communicator, and a proactive project manager
* Resourceful and creative
* Calm, cool and collected under pressure
* Able to handle confidential information with discretion
* MS Office skills at least intermediate level
* Self-motivated, problem solver, resourceful, over-achiever with an above & beyond work ethic

**Benefits include:**

* Full-time
* Growth opportunities
* Health insurance

**Applicant Qualifications** – [Edit](https://employers.indeed.com/j#post-job/applicant-qualifications)

You have requested that Indeed ask candidates the following questions:

* How many years of Executive Support experience do you have?
* Have you completed the following level of education: Associate?
* Are you in Scottsdale, AZ?

**Application Settings** – [Edit](https://employers.indeed.com/j#post-job/application-settings)

Apply method: **Email (allison@nationalhorseman.com)**

**Language** – [Edit](https://employers.indeed.com/j#post-job/getting-started)

English

**Job Budget** — [Edit](javascript:void(0);)

$5.00 daily