



Autobooks works hard to make small business banking simple. Through our partnerships with banks and credit unions, small business owners have access to a modern suite that makes business banking easier.

When you join Autobooks, you're joining a team dedicated to small business growth. We want your ideas, passion and experience to continue improving what we offer.

Our downtown Detroit HQ is in the vibrant Madison building, named one of the World's Coolest Offices by Inc. Magazine. Autobooks also has a growing presence in Texas with a satellite office in Austin; and offers flexible, remote work environments for certain roles.

Ready to help change what it means to do small business? Let's talk.

The Role: *Executive Assistant*

Autobooks is looking for an Executive Assistant to help support our leadership team across a variety of initiatives. If you have the curiosity, drive, collaborative spirit, and wit to keep up in a dynamic, fast paced fintech environment in downtown Detroit, let's work together to build something great. As Autobooks continues to grow and partner with larger and more sophisticated financial institutions, we're looking for an Executive Assistant to join our team, keep us organized, prepared, and one step ahead, and help us in our mission to empower millions of small business owners around the country to do their best work.

Responsibilities:

- Working closely with the CEO to manage calendar, email, appointments & presentations
- Booking and planning travel for the executive team
- Coordinating meetings when clients or partners are in town locally (such as dinners etc)
- Event coordination including
 - Hotel bookings and travel bookings
 - Booth, AV, and other rentals for trade shows
 - Assembling and prepping trade show kits and ensuring they arrive complete at their destination, as well as return complete
- File expense reports and track reimbursement status
- Various office management duties

Required Experience/Skills:

- Demonstrated success providing admin support in a complex, rapidly changing environment



- Minimum 2 years senior leader support experience
- Experience managing complex, frequent travel
- Strong operational aptitude in Microsoft ecosystem (Outlook, Word, Excel, etc)
- Strong communication skills and ability to interact with internal and external stakeholders
- Ability to respond to rapidly shifting short term priorities
- Experience in banking or finance a plus
- Experience in startup environments a plus

Other Requirements:

- Communicates clearly and articulately
- Is organized and attentive to detail
- Can multi-task and juggle frequently shifting priorities
- Enjoys the challenge of keeping up in a fast-paced environment
- Has a willingness to learn, grow, and exceed what they thought possible for themselves

Benefits and Perks:

- Flexible, entrepreneurial work environment
- Open and fun workspace in the M@dison Building in downtown Detroit
- Casual dress code
- Healthcare--health insurance, dental and vision coverage, life insurance
- 401k plan
- Free parking

Job Location:

- Detroit, MI

A flexible, entrepreneurial work environment and team atmosphere makes this a great place to work. Please provide a complete resume and work history detailing your qualifications and experience to careers@autobooks.co and indicate "Executive Assistant" as the subject. To learn more about us, visit www.autobooks.co.