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PERSONAL AND ADMINISTRATIVE ASSISTANT

Bishop Fox is a leading security consulting firm serving the Fortune 1000 and high-tech startups. We protect our clients by finding vulnerabilities and building defenses before the attackers can break bad. From critical infrastructure to credit cards; social media to mobile games; flight navigation systems to frozen waffle factories — we're right there hacking away and designing better defenses.

We're looking for a personal and administrative assistant to join our team.

Who You Are and What You'll Do

You are a stickler for details. You pride yourself on your juggling abilities (metaphorically, of course — but literally is cool, too!) Prioritizing and managing multiple projects simultaneously is second nature to you, and you follow through on issues in a timely and efficient manner.

In this role, you will report to the Director of Operations. You will handle general office duties, administrative duties, and personal errands for Bishop Fox Partners. Typical days are not typical.

Your work will consist of performing heavy calendar management; phone, lunch, and dinner meeting coordination; light housekeeping, including tidying up beds, loading dishwashers, doing laundry as needed; interacting with both internal and external executives, assistants, and consultants; completing personal errands — from food runs and dry-cleaning to airport shuttling and scheduling Partner vehicle maintenance or appointments.

Why Bishop Fox

Bishop Fox offers competitive salary, generous benefits, flexible schedules, and negotiable travel. If you're looking for opportunities to grow professionally, this is the place.

Your Experience

The following is a list of additional traits and/or skills you may have. It's rare anyone has all of these, but if you have one or more, we'd like to speak to you:

- Trustworthiness must maintain a high level of confidentiality at all times
- Internet savvy with a strong working knowledge of MS Office Suite (including OneNote)
- Independent, self-directed, and self-motivated work style

- Careful attention to detail
- Flexibility can work traditional and untraditional hours
- Superior organization skills, including meeting coordination and work flow organization
- Excellent writing skills
- Ability to think on your feet and two steps ahead
- Driver's license in good standing; background checks will be performed
- Must be able to work in fast-paced environment requiring long periods sitting, walking, standing, reaching, and occasionally carrying/lifting up to 25 lbs.

This position is available to candidates located in or near Phoenix.

Interested? Drop us a line at <u>careers@bishopfox.com</u> today.

EOE/Minorities/Females/Vet/Disability