



**CANNA
ADVISORS®**
BUILDING THE INDUSTRY

EXECUTIVE ASSISTANT

Canna Advisors works with clients to develop detailed business plans, standard operating procedures, and efficient, environmentally-friendly facility designs. Canna Advisors has been winning licenses across the country and creating one of the best track records in the industry.

We have an immediate need for an Executive Assistant in our downtown Boulder office. The ideal candidate is detail and task-oriented with previous experience in a similar role and the ability to provide discreet support to executives while maintaining confidentiality at all times. The Executive Assistant will work directly with the Founding Partners and business development team and is responsible for performing a series of administrative duties including travel coordination and arrangement.

WHAT YOU'LL BE DOING

- Provide daily support services to founding partners on demand and as outlined in SOP
- Organize travel for founding partners and rest of team
- Provide daily administrative support to business development team including fielding calls for inbound sales leads
- Maintain Zoho System, licenses, permissions, document upload, report building, dashboards, views, updates as provided by sales, contact management, lead account and opportunity management as requested by sales
- Train new team members on appropriate usage of Zoho
- Research and build special projects as requested by Ownership, i.e. strategic partnership specs/reports, vendor cross-reference, etc.
- Regularly update and add projects to Google Job tracking sheet
- Work to maintain team culture and company culture at all times

WHAT'S NEEDED IN THIS ROLE

- 3-5+ years of experience in an Executive Assistant role
- Knowledge of Zoho SaaS software
- Knowledge of Microsoft Office Suite
- Knowledge of Adobe Suite primarily Acrobat