



## THE DAVIS FINANCIAL & ASSOCIATES GROUP LLC

ALICIA DAVIS, EDS MACC, CHIEF EXECUTIVE OFFICER  
Address: 272 Main Street | PO Box 1096 | Barnwell, SC 29812  
Office Ph. (803) 621-2850 | Cell Phone: (803) 528-5383  
[support@davisfinancialsc.com](mailto:support@davisfinancialsc.com)

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### EXECUTIVE ASSISTANT TO THE CEO – GROWTH OPPORTUNITY

The Davis Financial & Associates Group, LLC is seeking a highly organized and proactive Executive Assistant to provide direct support to the CEO. This position is ideal for a professional who can manage executive-level administrative responsibilities, leverage technology to improve efficiency, and assist with the day-to-day operations of a small but growing accounting and consulting firm. As a trusted partner to the CEO, the Executive Assistant will help manage schedules, coordinate projects, streamline communication, and support business operations. This is an excellent opportunity for someone who enjoys learning new technology, solving problems, and contributing to the growth of a dynamic organization.

**Location:** Barnwell, SC

**Schedule:** Tuesday–Thursday, 20-25 Hours Per Week (Part-time)

**Compensation:** \$17.00–\$22.00 Per Hour (Based on Experience)

#### Key Responsibilities

- Manage the CEO’s calendar, appointments, meetings, and travel arrangements.
- Monitor emails and coordinate follow-up actions, deadlines, and priorities.
- Prepare correspondence, reports, presentations, spreadsheets, and other business documents.
- Utilize Microsoft Office and other technology platforms to support daily operations.
- Assist with project management, workflow tracking, and process improvement initiatives.
- Coordinate meetings, events, and community engagement activities.
- Maintain organized digital records and document management systems.
- Communicate professionally with clients, vendors, community partners, and stakeholders.
- Assist with client onboarding, scheduling, and administrative support activities.
- Conduct basic research and gather information to support business initiatives.
- Travel with the CEO on occasion for meetings, conferences, and special events.

#### Preferred Qualifications

- Administrative, executive support, office management, project coordination, or related experience preferred.
- Strong proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and other Microsoft Office applications.
- Ability to quickly learn and utilize new software and technology platforms.
- Excellent organizational, communication, and problem-solving skills.
- Strong attention to detail and ability to manage multiple priorities.



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- Ability to work independently with minimal supervision.
- High level of professionalism, discretion, and confidentiality.
- Reliable transportation and willingness to travel occasionally.

### **Ideal Candidate**

The ideal candidate is a self-starter who is dependable, resourceful, and comfortable working in a fast-paced environment. They are technologically proficient, eager to learn, and capable of managing multiple projects while maintaining a high level of professionalism. This individual should be comfortable taking initiative and helping the CEO stay organized, productive, and focused on growing the business.

### **Skills & Keywords**

- Executive Support
- Administrative Support
- Calendar Management
- Project Coordination
- Microsoft Office
- Technology Proficiency
- Customer Service
- Business Operations
- Document Management
- Communication Skills
- Time Management
- Problem Solving
- CRM Software
- Scheduling & Event Coordination

### **To Apply**

Interested candidates should email the following to [support@davisfinancialsc.com](mailto:support@davisfinancialsc.com):

- Cover Letter
- Resume
- Three Professional References

Applications will be reviewed on a rolling basis until the position is filled.