

EXECUTIVE ASSISTANT TO BASEBALL OPERATIONS – MIAMI, FL

The Executive Assistant to Baseball Operations plays a crucial role in providing comprehensive administrative support to the Baseball Operations leadership team. We are seeking a proactive and detail-oriented Executive Assistant with exceptional computer skills and a flexible approach to work. The ideal candidate will possess excellent interpersonal skills and demonstrate an ability to communicate effectively with all levels of management, staff, and external clients and vendors. In addition to proficiency in administrative tasks, the Executive Assistant should also have experience in project coordination, ensuring successful execution of various initiatives within Baseball Operations. Overall, this role requires a highly organized and adaptable individual who can efficiently handle multiple priorities, use discretion, and thrive in a fast-paced and dynamic environment.

- This individual is responsible for managing a wide range of tasks and assisting in the smooth operation of the department
- Provide exceptional services for arranging business travel, including flights and hotel accommodations, handling expenses, and arranging outings
- Coordinate meetings, including invites, logistics, agendas, and minutes
- Manage tickets and programs for scouts, staff, and others
- Securely handle information of a highly confidential, sensitive nature
- Support creating a smooth and efficient candidate interview process by assisting with logistics such as travel arrangements or interview scheduling
- Assist in onboarding newly hired Baseball Operations employees
- Be a liaison between Baseball Operations and other parts of the organization to facilitate communication, problem-solving, and relationship-building
- Interact with the MLB Office of the Commissioner on various administrative matters
- Serve as a centralized resource for staff requests, figuring out how to solve their issues or who to direct them to
- Provide exceptional customer service
- Seek out ways to add value with minimal oversight
- All other duties as assigned

REQUIREMENTS:

- Bachelor's degree, preferably in business administration or related field, or equivalent experience
- A minimum of 2-3 years of experience as an executive assistant supporting a C-Level executive
- Exceptional interpersonal skills and professional interactions
- Ability to exercise excellent judgement in a variety of situations
- High level of integrity, ensures confidentiality and controls access to sensitive information
- Accountability, attention to detail, organization and proactiveness
- Flexible and able to function well in a fast-paced environment
- Excellent verbal and written communication skills
- Expertise with Microsoft Office tools (Outlook, Word, Excel and PowerPoint)