

Position: Executive Assistant

NextLot, a software company headquartered in Durham, NC, provides auctioneers with the ability to host online auctions on their own websites. NextLot is seeking a responsible and motivated self-starter who will be assisting the company's CEO with a wide variety of tasks.

Responsibilities:

- Provide superior customer service
- Manage payables and receivables
- Set up meetings and travel
- Arrange sales appointments and prepare marketing campaigns

Requirements:

- BA/BS degree preferred
- Great communication skills
- Ability to multi-task effectively
- Attention to detail
- Full-charge bookkeeping skills a plus
- Some graphic design skills a plus

Please send a resume to Scott Finkelstein at scott@nextlot.com.