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**JOB DESCRIPTION**  
**OFFICE MANAGER / EXECUTIVE ASSISTANT TO THE CEO, ATLANTA**

Poston Communications LLC is a national media relations agency serving clients in highly regulated industries, including top law and accounting firms, and other professional services organizations.

We are currently accepting applications for an office manager and executive assistant to the CEO in our Atlanta office.

This individual is responsible for all activities related to managing the Atlanta office as well as additional responsibilities as needed by the CEO.

Perhaps most importantly, the right candidate subscribes to our team philosophy of "we, us, our" when it comes to developing our culture of collaboration, leadership and success. He or she embodies our firm [mission and values](#).

**Requirements**

- Minimum of two years of job experience in a similar position.
- Bachelor's degree.
- Flexible, resourceful and enthusiastic.

Poston Communications, founded in 2004, values authentic, creative, hard-working and fun individuals who will contribute to our growing team. We offer competitive salaries, health care and other benefits.

Please apply with a cover letter and resume to [careers@postoncommunications.com](mailto:careers@postoncommunications.com).



