



CAREER OPPORTUNITIES

THE EXCALIBER GROUP is an Equal Opportunity Employer. If you are interested in applying for a new position with THE EXCALIBER GROUP, please submit your resume to the following:

External Candidates:

Email your resume to:
THE EXCALIBER GROUP
Attn: Employee Recruitment Administrator
tgreene@excalibergroup.com

Internal Candidates:

Print the Internal Candidate Profile (Form #03TEGICP)
Complete and sign the form, attach a current resume and
Forward to TEG Human Resources, Attn: Recruiter

Accounting Operations Manager

Location: Phoenix, AZ
Salary Grade: 6

Description: This position reports directly to the CEO. Ideal candidate must have at least 5 years of solid accounting experience in an advertising / public relations environment. This individual must have experience in the preparation of tax filings, insurance reporting, as well as supervising A/P and A/R functions and closing multiple sets of books. Additionally, the ideal candidate must reconcile balance sheets, process payroll and expense reports and prepare operating budgets.

Qualifications: A four-year college degree in Accounting or Finance is mandatory. Candidate must be comfortable working in a fast-paced, fun corporate environment.

Business Development Representative

Location: Phoenix, AZ
Salary Grade: 9

Description: This position works closely with the CEO, executive management team and all members of the Client Services group. Candidate will be solely responsible for contributing and successfully achieving the ambitious sales goals in the Phoenix market. This individual will have experience in selling professional services (\$25K custom packages) to medium-sized companies, with a proven track record (2+ years) of successfully developing those business relationships with \$2+ million in annual revenue. Candidate must have strong industry contacts in: Hospitality & Tourism, Healthcare, Commercial and Residential Development, and Real Estate.

Qualifications: A four-year college degree in Marketing, Communication, Business Management or a related field is necessary. Candidate must be comfortable working in a fast-paced, fun corporate environment.



CAREER OPPORTUNITIES (cont'd)

Executive Assistant

Location: San Francisco, CA

Salary Grade: 2

Description: This position supports all executive management staff and requires excellent organizational and communication skills. Ideal candidate will be extremely reliable, self-motivated, articulate, and capable of prioritizing and completing multiple assignments with accuracy and minimal supervision under tight deadlines. Candidate must have a strong ability to communicate with high-level executives and celebrity talent. Responsibilities will include answering phones, scheduling, correspondence, coordinating meetings and travel, maintaining files, research, accounting and billing issues, and project support.

Qualifications:

Must have at least 2 years prior Administrative experience and be willing to remain an assistant for at least 2 years. Must be proficient in Microsoft Office, especially Word, Excel, PowerPoint and Outlook. Knowledge in Adobe is a plus! A positive attitude and ability to stay organized in an environment of frequent interruptions and unexpected, exciting events is necessary. General knowledge of the music & entertainment business and/or advertising industry is a plus.

Graphic Artist

Location: San Francisco, CA

Salary Grade: 3

Description: Currently 2 positions available with a great opportunity working in the bay area. The ideal candidates will have experience in large format design, brochure, sales kits, packaging, and creative marketing projects. Individuals will have the ability to manipulate images and carry a good eye for photography with excellent attention to detail. These positions are for 6 months with the possibility of a longer extension.

Qualifications: Candidates must have at least 3 years design and photography experience and be highly skilled in Adobe PhotoShop, Adobe Illustrator, Adobe PageMaker, QuarkXPress, Freehand, for Mac as well as interactive programs such as Flash, Dreamweaver and PowerPoint. Knowledge of file preparation for press, ability to proof work, check blueslines and matchprints are necessary. Candidates must exhibit the ability to manage time effectively and multi-task in an effort to meet tight deadlines. A strong commitment to teamwork and professional work ethics is mandatory.

THE EXCALIBER GROUP reserves the right to modify, add, or delete items within job summaries. The above referenced career opportunities are intended to serve as a general summary of responsibilities and should be interpreted as a detailed outline.

Copyright © 2003 All rights reserved, THE EXCALIBER GROUP 2000, INC.