

## **Executive Aide (EA), Key Leadership Job Summary**

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### **Executive Aide (EA)**

The Executive Aide (EA) for key leadership position is responsible for assisting with the overall professional and to some extent, personal operations of the Executive leadership position to which the EA is teamed. Work performed by the EA can be defined as that in which can appropriately assist with the needs of the Executive Team in order to support Company operational success.

The EA for key leadership position is responsible for executing actions and tasks relating to the maximization of utility for the Executive and Company.

In most cases the EA will be under the actionable direction of the Resort SMPC, LLC Executive or granted authorities; in rare and pre-approved cases, the EA will be under the actionable direction of the Client or Government Core/Representative. In all cases, the EA will uphold the job responsibilities as explicitly defined, as well as all legal, ethical and moral responsibilities set forth by Federal, State, or Local authorities, Client or Government Rules and Regulations, as well as the Resort SMPC, LLC Code of Ethics and Culture Code.

*At Resort SMPC, LLC our Clients are our priority and our Team Members are the foundation for our success.*

*We plan and execute successful Projects most efficiently because we encourage a **positive sum solution** culture in everything that we do.*

### **Scope of Decision-making Authority**

The EA for key leadership position has decision-making authority over the methods by which he/she executes an assigned task, within the scope of the assigned action or task. The PC does not have decision-making authority to change, edit, or otherwise revise any part of the project plan or aspect within the scope of the assigned action or task, unless otherwise explicitly arranged by the Executive.

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### **EA Position History**

**\*New Position\***

**Unfilled as of 1.10.18**

## **JOB DESCRIPTION**

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### **Role Purpose**

The purpose of the Executive Aide (EA) for key leadership position is to assist with the overall professional and to some extent, personal operations of the Executive leadership position to which the EA is teamed. Work performed by the EA can be defined as that in which can appropriately assist with the needs of the Executive Team in order to support Company operational success.

The EA for key leadership role is essential for supporting the operations of Resort SMPC, LLC and its members of key leadership which perform executive functions for the company.

### **Role Responsibilities**

The responsibilities of the EA for key leadership position are variable and range from the overall administrative management of the Executive to client- or project-related initiatives which support the success of an initiative or project.

Examples of EA responsibilities, actions and tasks:

- Manage and maintain personal and professional weekly schedules; for example, schedule of weekly meetings, appointments, and task deadlines, schedule of weekly personal and family care activities, etc.
- Manage and maintain personal and professional calendar schedule rhythms and repeatable tasks; for example, Professional License renewals, continuing education and credentialing requirements, Business licenses, renewals, and administrative filing deadlines, Vehicle registrations and DL renewals, et cetera.
- Plan and purchase home-goods inventory and assist with pick-up of personal items; for example, perform simple shopping tasks and other pick-up requests such as dry cleaning or drop off at UPS
- Support company administrative functions; for example, assist with the completion and filing of Client or Government contract bids, awards, and other management functions.
- Using Microsoft Word, Excel, and Adobe to transcribe, create, or design a mockup for hand-written information and drawings; for example, transcribe hand-written project information into a pre-formatted Word template, outline architectural drawings and diagrams in color-coded patterns using Adobe and sometimes by hand, type data into Excel spreadsheets
- Project work as needed; for example, creatively design visual communications, such as physical signage, paper handouts and brochures, wall-wraps and stick-on graphics, and others or plan and purchase materials inventory for creation of signage and other communications vehicles.

### **Role Key Competencies, Skillsets and Education**

The competencies and skillsets expected of the EA for key leadership surround the ability of the EA to be effective and efficient in his/her job role.

The competencies and skillsets listed below are examples of expectations for the role of EA for key leadership:

- Ability to communicate efficiently, effectively, and professionally in all settings
- Ability to problem-solve with minimal direction, within the scope of the assigned action or task.
- Experience with using Microsoft Word, Excel, Power Point, and Project
- Must have ability to work independently or in a team-based environment
- Must have ability to obtain favorable outcome on Personal and Criminal background check, as required by the position
- Must have High School Diploma or Equivalent

The following represent **key personal and professional strengths** which are encouraged by Company culture and values, as well as provide value in performing duties of the role:

- **Works with Others:** Team orientation, Consideration, Takes Leadership, Influence, and Service Orientation
- **Manages Self:** Reliability, Consistency, Recovery from setbacks, and Self-Regulation
- **Manages Work:** Organization, Problem solving, Ability to self-task
- **Work Motivation:** Interested in Supportive service, People and Things

### **Role Compensation and Expectations**

The total compensation package and expectations for the EA for key leadership position is designed specifically for the position and applicant.

Total compensation includes Base Salary and Benefits, which are summarized below:

- Independent Contract or Employment Options considered
- Time Requirements:
  - This Position is available for Flex (as needed): 0 – 40 hours/week
  - This Position is available for Part-time (PT): 10-30 hours/week
  - This Position is available for Full-time (FT): 40 hours/week
  - This Position offers some work-from-home abilities
  - This Position could require work in Bethesda, Maryland
  - This Position could require work on a Military Installation with gate access required, must pass background check
- Base Salary:
  - Negotiable

- Range: Variable, based on required competencies, concept or function of tasks, location and experience
- Benefits (FT / PT Employment):
  - 2 week paid annual leave, available after 6-months
  - 2 weeks paid sick leave, available after 6-months
  - 6, 12 weeks staged partial-pay maternity leave, based individually
  - On-boarding and Annual clothing incentive, with requirements
  - Merit-based quarter and annual bonus system
- Total Rewards (FT Employment):
  - Merit-based quarterly bonus system
  - Annual bonuses and profit sharing options
  - Monthly Work/Life Balance Initiatives; such as massage-therapy, childcare and family outing incentives, and et cetera.

## **How to Apply?**

### **Executive Aide (EA), Key Leadership**

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**Apply for the EA for key leadership position by emailing the following documents and information to: [AK@PositiveSumSolutions.com](mailto:AK@PositiveSumSolutions.com)**

#### **(1) Resume**

- a. Contact Information, address, phone and email**
- b. Position-related Experience**
- c. Professional Work History**
- d. Key Skillsets and Strengths**
- e. Letters of Recommendation, optional**
- f. Any other information that may be useful**

#### **(2) Cover Letter**

Due to anticipated volume of responses, we will only contact those candidates which most closely match our requirements. Only local candidates will be considered. We are an Equal Opportunity Employer.

*Thank you for your interest. We look forward to learning more about you!*