

## Chief of Staff

The chief of staff is responsible for providing comprehensive support to the Executive Team and the Board of Directors and managing the organization's office operations. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

### Job responsibilities:

- Provide sophisticated calendar management for the Executive Team.
- Act as a liaison and provide support to the Board of Directors.
- Act as a liaison between company vertical heads to make sure all employees have the same vision/mission
- Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary.
- Complete a broad variety of administrative tasks that facilitate the Executive Team's ability to effectively lead the organization, including:
  - assisting with special projects;
  - collecting and preparing information for meetings with staff and outside parties;
  - maintaining contact lists;
  - making travel arrangements; and
  - completing expense and mileage reports.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the Executive Team, including those of a highly confidential or critical nature.
- Anticipate Executive Team's needs in advance of meetings, conferences, etc.
- Manage all aspects of organization's office services
- Evaluate and assist in developing office policies and procedures for improved workflow and anticipate future needs as organization grows
- Assist in the selection of vendors and purchase equipment, services, and supplies necessary for operation of organization
- Manage information systems operations including hardware, software, desktop support, internal telecommunications, and strategic systems development and planning
- Provide event management support as requested
- Provide hospitality to all guests and help to create a welcoming environment
- Other projects/duties as assigned for the overall benefit of the organization.