



## **Job Posting: Executive Assistant to the CEO**

**Job Description:** Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### **Roles and Responsibilities: Executive Support**

- Completes a broad variety of administrative tasks for the CEO including managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates, and ensures the CEO's schedule is followed and respected. Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office.
- Communicates directly, and on behalf of the CEO, with Board members, and others on matters related to CEO's programmatic initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the CEO, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides for a smooth communication between the CEO's office and internal departments; demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with CEO to keep her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated.



- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CEO, some of which may have an organizational impact.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the company.
- Prioritizes conflicting needs; handles issues expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Overseeing general office operation
- Answer incoming phone calls and deliver top-class responses to our customers and stakeholders
- Supervise, mentor, train, and coach office staff. Delegate assignments as new team members onboard.
- Coordinate domestic and international travel, including flight, hotel, and car rental reservations
- Purchase office supplies and equipment and maintain proper stock levels
- Produce reports, presentations, forms, checklists, and compose correspondence

### **Board Support and Liaison**

- Serves as the CEO's administrative liaison to board of directors
- Assists board members with travel arrangements, lodging, and meal planning as needed
- Maintains discretion and confidentiality in relationships with all board members
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format

### **Communications, Partnerships, and Outreach**

- Ensures that the CEO's bio is kept updated and responds to requests for materials regarding the CEO and the organization in general
- Edits and completes first drafts for written communications to external stakeholders

### **Qualifications**

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail



- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, and stakeholders
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional intelligence
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

### **Education, Skills, and Experience Requirements**

- A Bachelor's degree or associate degree is preferred, but not necessary for the right candidate with professional experience and a go-getter mindset
- Strong work tenure: 5-10 years of experience supporting C-Level Executives or a Senior Executive from a start-up venture
- Proficient in Microsoft Office 365 (Outlook, Word, Excel, PowerPoint, SharePoint) and other related apps, such as Asana, Microsoft Project. Experience with RMS or Construction software a plus!
- Motivated self-starter with a positive attitude, enthusiasm for or interest in learning
- Excellent verbal and written communication skills
- Good organizational and analytical skills to effectively manage large amounts of data and tasks
- Strong interpersonal skills, as the role requires liaising with sales engineers, project managers, finance personnel, regulatory agencies, and other personnel
- Excellent time management skills, ensuring projects are completed within given deadlines
- Several years of proven experience
- Must exhibit professional decorum
- Spanish speaking a plus



## About the Company

Cobeal is an engineering, procurement, construction, installation, commissioning (EPCIC) firm specializing in indoor environmental engineering, industrial manufacturing, and complex construction projects for public, private, and government clients.

The company offers a competitive salary, benefits, and health insurance. The Company supports development and recognizes achievements. We are an Equal Opportunity Employer, and all offers of independent contract agreements or employment are contingent upon successful completion of a background check (civil, criminal, credit), and reference checks.

Applicants who do not submit a cover letter will not be considered.