

## HIGH-LEVEL EA JOB DESCRIPTION MATCHING MY EXPERTISE & EXPERIENCE

**MY VISION:** Contribute to a business environment which makes a positive difference to our economy.

**MY MISSION:** Give back time to business leaders so they can focus on the growth of their company and enjoy their home life while strengthening the economy.

**MY GOALS:** Make sense of conditions, circumstances, and matters. Offer constructive steps toward a better understanding on how to bring value to your work, your role, and build your legacy.

**MY WHY:** Enjoy using my experience and expertise in partnering with those who make a positive difference in their field and our future.

## POSITION SUMMARY

Work together with the executive, as a true business partner, to ensure the smooth and efficient operation and execution of their and the business' goals.

Provide multi-faceted administrative support and develop positive strategic relationships at all levels of the organization to ensure aligned vision and strategy, through the effective use of an executive's time and productive interactions with staff and external associates, allies, stakeholders.

Independently initiate and implement processes to manage projects, information, and people and optimize available resources.

Manage the executive's schedule, meeting preparations, and follow-up tasks and actions.

Conduct research and information gathering on behalf of the executive and prepare summaries and reports.

Remove day-to-day obstacles to allow the executive to stay focused on the vision and direction of the company. Prioritize the executive's daily commitments based on the high-level objectives of the business.

Use discretion, judgement, and knowledge of the organization to facilitate the executive's activities.

Produce strong written and verbal communication and provide exceptional administrative and organizational skills.

Build on sustainability plan that meets the needs of the present and the evolving needs of the future. Continuity and succession planning to achieve executive's and business' long-term legacy.

## QUALIFICATIONS

Excellent organizational and time management skills with strong attention to detail; highly disciplined, thorough, conscientious.

A proactive approach to problem-solving with strong decision-making skills.

Has the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Self-starter, independent and forward thinker.

Ability to remain calm under pressure and be flexible to changing priorities.

Demonstrate an awareness of fundamental business principles.

Provide assistance in moving projects forward by providing research, communicating with different parties, developing and monitoring plans and keeping track of responsibilities.

Act as the point of contact among executives, employees, clients, and other external partners.

Ability to work strategically and collaboratively across the organization.

Ability to succinctly communicate, verbally and written, with internal and external stakeholders.

Annette Pitera  
[office@mybusinessrealm.com](mailto:office@mybusinessrealm.com)  
505-720-2573

Comfortable and confident when interacting with executives, staff, clients, of all levels.  
Ability to behave diplomatically and respectfully when communicating with individuals of all levels.  
Adopt and exhibit the values of the organization; build relationships with employees, clients, vendors, and the community; promote the vision of the company internally and externally.

## **IMPLEMENTATION OF RESPONSIBILITIES**

### **Business Administration**

Executive's *WHY*, personal and professional goals, method of work preferences, profile, unique abilities, nature, character, background, home commitments.

Maintain highly confidential and sensitive materials.

Conduct responsibilities with loyalty, discretion, tact, confidentiality.

Understand and know company bylaws, mission, goals, culture, organizational flow.

Facilitate the smooth function of daily operations, department collaboration, timelines, follow-up actions, task prioritization, correspondence.

Sophisticated calendar management for the executive. Prioritize multiple appointments while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements, travel, workshops, conferences.

Build and operate according to the rhythm of the business: the operating cadence of a business, the ebb and flow of strategic planning results, framework of activities, milestones, and success measures.

Define top priority projects to know what needs to come off executive's plate to ensure that they, and their team, operate at their highest productivity.

Prepare the executive ahead of upcoming meetings, events, and speaking engagements, keeping the executive well informed on upcoming commitments, as well as conducting research and gathering talking points or other relevant information as needed.

Ghostwrite for the executive, through drafting of emails, strategic stakeholder correspondence, presentations, responses to routine memos, letters, and correspondence.

Work with the executive in moving tasks forward in any project that requires executive's intervention.

Support the leadership team to deliver key projects and meet organizational goals.

Anticipate needs from staff and identify opportunities to help better coordinate processes and systems to streamline office flow.

Reading and analyzing incoming memos, submissions, and distributing them as needed.

Professional level verbal and written communications skills.

Independently identify, organize, and implement appropriate flow of communication and documentation.

Format and manage information for internal and external communication in a timely and accurate manner.

Prepare meeting agendas, tasks, and processes meeting minutes, track implementation of decisions.

Task management: balance conflicting priorities to manage workflow, ensure the completion of essential projects, and meet critical deadlines; ability to organize/allocate resources for maximum productivity.

Building and maintaining a contact list for the executive.

Manage key relationships, follow-up process with executive's new professional relationships.

Maintenance of community, national, and international relations.

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### **Meetings**

Schedule daily, monthly, quarterly, annual meetings with the executive to review priorities, actions, follow-up commitments.

Coordinate, schedule, prepare agendas, materials, and content.

Maintain efficient organization and filing of correspondence, reports, meeting materials.

Participate in all meetings to ensure the executive commitments are followed through.

### **Board Relations**

Liaise with board members and board committees.

Board member communication and protocol.

Nominating slates.

Tracking board engagement.

Onboarding incoming members, off-boarding outgoing members.

Schedule meetings, retreats, prepare agenda, content, communication.

Track and maintain contact preferences, and other personal information.

### **Protocol & Etiquette**

Business etiquette, visiting protocol, executive communication.

Correspondence, titles, forms of address.

Understanding the corporate clientele's needs.

Cross cultural protocol, communication, awareness, and behavior.

### **Copyediting & Proofreading**

Written and digital content.

