



# Chief of Staff | Senior Executive Assistant

## Position Summary

The Chief of Staff provides high-level support to the Executive Office & Board of Directors by serving as a true right hand to the CEO, and Team Leader in charge of hiring the administrative staff in the company. This person is also responsible for conducting research, preparing reports, note taking, managing a high-volume calendar and travel. This role demands a strong sense of urgency and the ability to work independently on assignments with sound judgement, proactively solving difficult and complex requests. A high level of integrity and discretion in handling confidential information, and professionalism in dealing with all members of staff.

## Responsibilities

- Support the CEO in planning and coordination, including project management, anticipate, prepare, and manage materials and agendas needed for meetings, customer interactions, and workforce matters.
- Ability to make quick judgement calls and be responsive to CEO's priorities on a daily basis.
- Take notes at internal meetings and events, noting commitments made and arranging for follow-up and implementation.
- Prepare presentations, reports and summaries by synthesizing relevant information from a variety of sources.
- Manage calendars and travel, events, and meeting logistics.
- Interact effectively with all levels of internal and external customers, partners and board members.
- Discreetly handle sensitive and confidential information and interactions.

## Skills

- Strong time management and prioritization skills, ability to manage multiple priorities and tasks
- Advanced written communication skills
- High standards, attention to detail, results orientation and organization skills.
- Collaborative with strong interpersonal skills; high approachability; must work effectively with all levels of internal and external customers.
  
- Flexible; must easily adapt to changing work environments and unforeseen delays/changes.
- Proactive; must anticipate needs and potential obstacles in advance.
- Resourceful and creative, must identify and resolve problems in a timely and efficient manner.

## **Education & Experience**

- Bachelor's degree preferred
- Superior writing and communication skills
- Minimum of ten + years' experience working as part of an executive office team
- Management of day to day business priorities
- Ability to conduct research and take on special projects.

## **Compensation**

A compensation package composed of a base salary and equity component will be structured to attract a uniquely qualified candidate. Excellent health benefits are included.

If Interested, please Email your CV to [Resumes@OmniChannelCareers.com](mailto:Resumes@OmniChannelCareers.com) to apply!