

POSITION SUMMARY – EA to CEO

The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO, in managing the CEO'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.

PRIMARY RESPONSIBILITIES

- Calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Act as a liaison and provide support to the Board of Directors. 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. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the
- Organization; including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; 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 CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style and organization policy.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities,
- Following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc.
- Maintain open communications with the POI's other Functional Heads, including meeting regularly with their operations and

- Technology coordinator and providing information and documents as needed.
- Coordinate all Executive Team meetings and retreats and assist with staff meetings and events as needed.
- Work with the Executive Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.
- Manage all aspects of organization's office services. Evaluate and assist in developing office policies and procedures for improved work flow 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.
- Replenish office materials such as snacks, printer supplies, paper, office supplies, etc.
- Provide event management support as requested.
- Provide hospitality to all guests and help to create a welcoming environment.

QUALIFICATIONS

- MBA / CA

EXPERIENCE

- 2-4 Years

REQUIRED SKILLS / ABILITIES

- Strong ability to execute work with a diversity, equity, and inclusion lens.
- Expert proficiency with Microsoft Office and desktop publishing software; ability to design and edit graphic presentations and materials.
- Technical proficiency and problem-solving skills related to: IT infrastructure; IT support and troubleshooting; and cloud-based environments (web-based applications).
- Strong verbal and written communication skills.
- Exceptional organizational skills and impeccable attention to detail.
- Make appropriate, informed decisions regarding priorities and available time.
- Ability to complete a high volume of tasks and projects with little or no guidance.

- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Able to maintain a high level of integrity and discretion in handling confidential information.
- Excellent judgment is essential.
- Ability to switch gears at a moment's notice.