

Executive Assistant to the CEO

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Job Summary

Vacancy :
Deadline : Sep 25, 2024
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Employment Status : Full Time
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

We are looking for an EA in the CEO Office who will support the CEO in ensuring the effective execution of the established operating rhythm (e.g. documenting key insights and actions from staff meetings, coordinating quarterly/semi-annual/annual planning, board meeting preparation, QBR coordination, offsite planning, tracking key results). Reporting to the CEO, you will drive operational effectiveness and know how to get things done, connect the dots to better equip others in their work, and lean in where additional support is needed. You will take a positive, influential, and motivational approach to working across all levels, from individual contributors to senior leaders, including the Executive Leadership Team.

In this role you will provide high-level administrative support to the CEO, ensuring smooth operation of the executive office. This role involves managing schedules, coordinating executive and Board meetings, handling correspondence, and performing a variety of tasks to support the CEO's strategic objectives. The ideal candidate will enjoy working in a fast-paced, demanding environment and will demonstrate exceptional organizational skills, attention to detail, and the ability to handle confidential information with discretion.

WHAT YOU'LL DO:

Calendar Management:

- Manage and coordinate the CEO's calendar, including scheduling meetings, appointments, and travel arrangements.
- Prioritize and manage incoming requests, ensuring timely and effective responses.
- Act as a gatekeeper and need to manage interactions delicately, balancing the CEO's time and priorities with external demands.

Communication Management:

- Screen and handle phone calls, emails, and other correspondence.
- Inbox management.
- Draft, proofread, and edit communications, reports, and presentations.

Meeting Coordination:

- Prepare agendas, take minutes, and follow up on action items from meetings.
- Manage executive/company-wide and external meetings as requested.
- Coordinate logistics for meetings, including venue arrangements and technical support.
- Handle personal errands and tasks for the CEO, including managing personal appointments.
- Coordinate personal events and activities as needed.
- Coordinate high-profile events, such as board meetings, investor presentations, and major company announcements, requiring advanced planning and execution skills.

Offsite Planning and Logistics:

- Coordinate offsite logistics, including scheduling, travel, venue selection, and accommodations (average 1x per quarter)
- Help manage offsite vendor and attendee communications, including RSVPs, inquiries, and invoices

Travel Arrangements:

- Organize complex travel itineraries, including flights, accommodations, and transportation.
- Prepare travel-related documentation and expense reports.

Project Support:

- Assist with special projects, research, and reports as needed.
- Provide support for strategic initiatives and operational tasks.

Confidential Matters:

- Manage sensitive and confidential information with discretion.
- Ensure privacy and confidentiality in all dealings.

Other work areas:

- Understand key company priorities/goals and the team structure and day-to-day operations to meet those goals
- Collaborate with the other EAs to ensure appropriate pass-down communications from the CEO Office
- Develop internal processes to streamline and optimize the most critical work done by the team
- Track progress toward key results set by the CEO
- Foster a culture of openness and transparency to increase communication within and outside of the team
- Have a positive impact on the effectiveness of the Operations team and company

WHAT YOU'LL NEED:

- **Organizational Skills:** Ability to manage multiple tasks, prioritize effectively, and keep everything running smoothly. This includes scheduling meetings, managing calendars, and handling correspondence.
- **Communication Skills:** Excellent verbal and written communication is crucial. You'll need to interact with high-level executives, stakeholders, and staff, and handle sensitive information with discretion.
- **Problem-Solving Abilities:** Quick thinking and resourcefulness to address unexpected issues or challenges that arise, often under tight deadlines.
- **Time Management:** Efficiently manage your time and the CEO's time, balancing urgent tasks with long-term projects.
- **Technical Proficiency:** Proficiency in office software (like Microsoft Office Suite or Google Workspace), and often other tools such as project management software and communication platforms.
- **Attention to Detail:** Accuracy in tasks such as preparing reports, managing schedules, and handling data is essential to avoid errors.
- **Discretion and Confidentiality:** Handling sensitive and confidential information with the utmost integrity and professionalism.
- **Interpersonal Skills:** Building and maintaining relationships with various stakeholders, managing conflicts, and fostering a positive work environment.
- **Adaptability:** Flexibility to handle a wide range of tasks and adapt to the CEO's evolving needs and priorities.
- **Strategic Thinking:** Understanding the business's goals and aligning administrative support with those goals, often by anticipating needs and proactively addressing them.
- **Project Management:** Skills in managing and tracking progress on various projects, sometimes including coordinating with other departments or external partners.
- **Event Planning:** Organizing high-profile events, meetings, or travel arrangements, ensuring everything is well-coordinated and executed seamlessly.

WHO YOU ARE:

- Tenacious. You are determined to succeed, and you are motivated by the success of customers, colleagues and the community.
- Curious. You are always learning and seeking ways to make things better.
- Conscientious. You keep your promises, taking your commitments to others seriously, and you have strong integrity.
- Humble. You lead with humility and empathy, respecting and learning from the perspectives of others.

In all we do, our six guiding principles light the way:

Step Up: Show the world what it looks like to live and work by these guiding principles. #StepUp

One Team: Make Hootsuite a place where everyone feels safe, welcome, valued, and empowered to do their best work without compromising who they are. #OneTeam #FreeToBeMe

Customer Obsessed: Focus relentlessly on helping our customers succeed. #CustomerObsessed

Go Fast, Be Agile: Widen our competitive advantage by committing to speed and simplicity over perfection and complexity. #GoFastBeAgile

Play to Win: Commit to building an incredible, profitable company for our customers, our employees, and our stakeholders. #PlayToWin #NoExcuses

Neighbours & Allies: Give back to our communities and be an ally. #SocialForGood #Allies

Accommodations will be provided as requested by candidates taking part in all aspects of the selection process.

#LI-CK1

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
