

# Lead Executive Assistant (CEO)



Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Jul 05, 2024

Published : Jun 05, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

Clio is more than just a tech company—we are a global leader that is transforming the legal experience for all by [bettering the lives of legal professionals](#) while [increasing access to justice](#).

## Summary:

We are currently seeking a **Lead Executive Assistant to the CEO**. This role is open to candidates in **Vancouver only**. If you're located outside of Vancouver relocation assistance would be provided.

### Who you are:

As part of a dynamic team of Executive Assistants, you will partner directly with our CEO to prioritize and coordinate the activities of the CEO both internally and externally. As a deeply embedded trusted partner to the business, you help organize both the CEO's and the company's operational meetings, capture outcomes and ensure follow-ups are seen through. You will work cohesively with other Executive Assistants and help coordinate the support of Clio's 20+ C- and VP-level team members. Your influence and coaching of other members of the CEO team will have a direct impact on ensuring that Clio and our senior leadership team are set up for success. The successful candidate is a high energy, strategic, and highly organized leader that thrives in a dynamic, high-growth, and fast-paced environment.

### What your team does:

The Office of the CEO manages a diverse and exciting portfolio of projects related to the CEO and Clio's Senior Leadership Team. At the center of all company activity, this team works to facilitate conversations, remove roadblocks, and helps coordinate the executive team's time and energy to drive the growth of the business. This team has a deep knowledge of each department, works closely with senior leadership, drives cross-company collaborative projects, and manages high-impact strategic projects.

### About Jack Newton (CEO):

Jack Newton is the Chief Executive Officer and Founder of Clio. Jack has been decorated with some of the highest honours in Canadian business, including Canada's Most Admired CEO by Waterstone Human Capital, EY's Entrepreneur Of The Year award and BIV's Forty under 40. Clio has also been recognized as one of Canada's Best Managed Companies by Deloitte, and as having one of Canada's Most Admired Corporate Cultures by Waterstone Human Capital.

Read more on Jack [here](#).

### What you'll work on:

- Overseeing and leading key work streams towards the planning, organization, and execution of high profile special projects and key organizational initiatives that involve the CEO;
- Initiating operational best practices in partnership with key stakeholders;
- Supporting the CEO in planning, organizing, and executing on special projects - including high-profile international events - with the support of the EA and support community;
- Managing external partnerships and communications related to the CEO and the execution of special projects;
- Coordinating the CEO's schedule, appointments, reservations, and travel arrangements;
- Coordinating and supporting executive or leadership onsites for Senior Leaders (VP, Exec);
- Assisting with the preparation and distribution of materials to shareholders / investors;
- Attending, facilitating, and taking minutes at senior management / board meetings, as needed;
- Reviewing, routing, and responding to correspondence to the CEO, as appropriate;
- Serving as an ambassador for the CEO both internally and externally;
- Travelling for events and meetings on behalf of the Company, as required;
- Leading logistical and collaborative projects, solving operational inefficiencies, recommending solutions, and synthesizing context and information to filter to the S-Team;
- Role modelling exemplary EA behaviours and capabilities and mentoring members of the EA community to enable org wide success of our admin support services;
- Provides coaching and development to other EA's in terms of career development and progression and oversees the EA community of practice;
- Manages complex office administrative work requiring the use of independent judgment and initiative including schedules, appointments, travel arrangements, high quality notes, and tracking project planning outcomes against goals for the Senior Leadership Team;
- Organize and prioritize critical issues, as well as review, route, and respond to incoming correspondence and organizational requests on behalf of the Senior Leadership Team;
- Draft and prepare documents, review contracts, analyze statements of work, produce reports, and provide recommendations to senior leadership;
- Review, route, and respond to incoming e-mail correspondence and organizational requests on behalf of the CEO and broader Senior Leadership Team;
- Establish administrative process improvements, organize, track and reconcile professional expenses, manage relevant budgets to outcomes, and support financial planning processes;
- Manage communications proactively with strong problem-solving skills to work with clients, vendors, staff, and other stakeholders independently;
- Support materials and presentation creation for the Senior Leadership Team;
- Maintain comprehensive knowledge of the overall business and relevant departmental functions;
- In partnership with the internal events team and workplace experience team, oversee and lead internal and external event planning and execution, as required;
- Execute and lead others to ensure excellent internal documentation and resources for EA team and Admin Operations;
- Manage sensitive matters with a high level of confidentiality and discretion especially decisions directly impacting the global operations of the company;
- Act as an exemplar of Clio's values and culture, serving as an ambassador for the Senior Leadership Team both internally and externally.

### What you bring:

- 10+ years experience in an Executive Assistant role with a proven track record of success providing administrative coordination in a professional setting.
- Experience directly supporting C-suite leadership, including the CEO, of a high growth company (1000+ employees).
- Strong project management skills and a high level of business acumen.
- Impeccable organizational skills and attention to detail while managing multiple, competing priorities simultaneously.
- Collaborative and self-starter mindset with a bias to action.
- Strong interpersonal skills and capacity to build relationships and drive cross-organization alignment.
- Resourceful and able to work independently with a deadline-oriented mindset.
- Ability to work effectively in a fast-paced and dynamic environment; comfortable with ambiguity and constant change as the organisation grows and adapts.
- Willingness to travel for leadership offsites and other business needs.
- Ability to work in-office multiple days per week.

### What you will find here:

Compensation is one of the main components of Clio's Total Rewards Program. We have developed a series of programs and processes to ensure we are creating fair and competitive pay practices that form the foundation of our human and high-performing culture.

### Some highlights of our Total Rewards program include:

- Competitive, equitable salary with top-tier health benefits, dental, and vision insurance
- Hybrid work environment, with expectation for local Clions (Vancouver, Calgary, Toronto, and Dublin) to be in office min. once per week on our Anchor Day.
- Flexible time off policy, with an encouraged 20 days off per year.
- \$2000 annual counseling benefit
- RRSP matching and RESP contribution
- Clioersary recognition program with special acknowledgement at 3, 5, 7, and 10 years

The expected salary range\* for this role is \$102,900 to \$154,400 CAD. Please note there are a separate set of salary bands for other regions based on local currency.

\*Our salary bands are designed to reflect the range of skills and experience needed for the position and to allow room for growth at Clio. For experienced individuals, we typically hire at or around the midpoint of the band. The top portion of the salary band is reserved for employees who demonstrate sustained high performance and impact at Clio. Those who are new to the role may join below the midpoint and develop their skills over time. The final offer amount for this role will be dependent on geographical region, applicable experience, and skillset of the candidate.

### Diversity, Inclusion, Belonging and Equity (DIBE) & Accessibility

Our team shows up as their authentic selves, and are united by our mission. We are dedicated to [diversity, equity and inclusion](#). We pride ourselves in building and fostering an environment where our teams feel included, valued, and enabled to do the best work of their careers, wherever they choose to log in from. We believe that different perspectives, skills, backgrounds, and experiences result in higher-performing teams and better innovation. We are committed to equal employment and we encourage candidates from all backgrounds to apply.

Clio provides accessibility accommodations during the recruitment process. Should you require any accommodation, please let us know and we will work with you to meet your needs.

Learn more about our culture at [clio.com/careers](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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