

JOB TITLE: Executive Assistant to the CEO + Special Projects Coordinator
DEPARTMENT: Administration
DATE: 5/14/18
REPORTS TO: CEO
SALARY RANGE: DOEE

Position Description: The Executive Assistant to the CEO + Special Projects Coordinator will provide high level support to the CEO. As a key member of the headquarters team, this role will serve as the “right hand” to the CEO providing confidential support in designing/executive exciting special projects across a range of areas. Working both frontline and behind the scenes, this role will make a significant impact on the whole company.

Responsibilities:

1. Understands the CEO’s strategic priorities and is vigilant about ensuring his calendar matches them.
2. Stays on top of operational business processes/changes and keeps the CEO timely informed on status updates.
3. Assists with investigating and looping back with the CEO for areas that are trailing behind schedules or anticipated goals.
4. Suggests recommendations for process improvements and functional efficiency.
5. Anticipates, researches, and prepares documents for needed meetings.
6. Proactively and independently brainstorms and pitches project suggestions based on organizational needs.
7. Performs any other related duties as may be required.

Job Requirements:

- MBA Degree Required with minimum 2+ years relevant experience in a packaged consumer goods industry.
- Must be able to handle multiple tasks simultaneously and work independently with minimal supervision.
- Must be able to work with multiple departments
- Must be proficient with Word and Outlook
- Must have working knowledge of Excel
- Strong written and verbal communication
- Must be resourceful, a team player, and have strong emotional intelligence.
- Ability to prioritize conflicting needs; handle matters expeditiously, proactively, and follow-through on projects to successful completion.
- Forward thinking, actively seeks opportunities and proposes solutions, demonstrates an orientation toward action.

Job Status: Full time / Exempt

Schedule: 9:00 a.m. to 6:00 p.m.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to occasionally alternate between sitting and standing positions. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, computer and mouse; talk and hear. The employee is occasionally required to walk, stand, stoop, and lift as required to file documents or store materials throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 15 pounds for files, computer printouts on occasion.

We are an Equal Opportunity Employer