

CEO Assistant

Job Details

Job Description

The CEO Assistant provides high-level administrative and organizational support to the Chief Executive Officer. This person must possess excellent communication and organizational skills.

Key Responsibilities

- Provides high-level administrative and organizational support to the chief executive officer
- Manages the CEO's complex schedule
- Coordinates Board of Directors' meetings
- Handles incoming and outgoing communications, including external stakeholders' point of contact
- Represents the CEO's voice in correspondence and meetings
- Prepares detailed agendas across various departments
- Prepares and creates reports, presentations, and official documents, including institutional communications

What We're Looking For

- US Citizenship and Texas Residency. Must be able to pass back-ground check.
- Must be able to portray a strong image of the CEO and company with the utmost professionalism
- Fluent with professional communications, both verbal and written
- Proficient in Microsoft Office Suite and other productivity tools, including ERP systems
- Maintain confidentiality with the highest level of discretion; security clearance is a plus
- Must be able to thrive in a fast-moving and entrepreneurial high-tech work environment
- Must be able to interact with various groups in the company, including technical and business staff
- Conversational fluency in French, German, or Spanish languages is major plus

Required Education and Experience

- Minimum of Bachelor's Degree from a well-known institution, preferably in the administrative field
- Must have a minimum of 10 years as a senior administrator to executives
- Requires US Citizenship, preferably possessing an existing or prior national security clearance
- Absolutely no criminal records and must be able pass background check

Benefits

- Industry standards compensation and an opportunity to own company pre-IPO stocks

Join Our Team

At RTOS™, you'll be part of the dawn of a new era in Aerospace, placing the United States of America at the very forefront of Aerospace pioneering, once again. RTOS™ (pronounced "are-toss") is an American pioneering company that has innovated the most advanced Spacecraft in the Aerospace industry. We value team members who are focused, precise, and able to work quickly under tight deadlines without compromising quality. If you're interested in advanced aerospace technology, we'd like to hear from you.

Qualifications

Behaviors

- Capable of carrying out a given task with all details necessary to get the task done well

Team Player

- Demonstrates strong collaboration skills within a team setting

Dedicated

- Devoted to a task or purpose with loyalty or integrity

Enthusiastic

- Shows intense and eager enjoyment and interest

Motivations

Ability to Make an Impact

- Inspired to perform well by the ability to contribute to the success of a project or the organization