

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 Bachler'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

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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