

**Executive Assistant to the CEO in Phoenix, AZ** (onsite, company is moving headquarters to Scottsdale in November 2022)

Our Client is seeking a highly motivated **Executive Assistant to the CEO** who will be responsible for providing impeccable executive administrative support to the CEO and CFO in their Phoenix, AZ location. The successful candidate must possess the ability to stay several steps ahead and anticipate the needs of both the Chief Executive Officer (CEO) and Chief Financial Officer (CFO), in a very fast paced, high-growth, dynamic, global corporate setting. We are looking for someone who takes immense pride in being an Executive Assistant by being self-motivated to do the best work in a culture that is mission, values, and results driven.

**Primary Duties and Responsibilities**

- Provide confidential, comprehensive administrative support to CEO and CFO.
- Works closely and effectively with the CEO & CFO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Experience managing multiple complex calendars with focus on proper allocation of executive availability and valuable time.
- Coordinate all executive team meetings and assist with staff meetings and events as needed.
- Comprehensive knowledge of managing domestic and international travel arrangements, including processing of passport and visa travel requirements
- Prepare and submit expense reports.
- Manage multiple tasks and projects, prioritizing daily procedures to ensure completion according to strict deadlines.
- Provide complete meeting support, including materials preparation, AZ support, Manage MS TEAMS Site
- Field incoming mail, calls, and other correspondence directed to CEO/CFO.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, often with tight deadlines
- Create and maintain department organization charts

**Qualifications - External**

- Bachelor's degree or equivalent experience
- At least 10+ years' experience successfully supporting a CEO, CFO, C-Level Executives or EVPs
- Advanced MS Office skills (Word, Outlook, Excel, PowerPoint and Teams)
- Extremely detail-orientated, highly organized and results driven
- Highly motivated self-driven who demonstrates the ability to work with little to no supervision
- Excellent problem-solving skills and ability to creatively find solutions and implement ideas effectively
- Excellent interpersonal, written and verbal communication skills with ability to interface with all levels of the organization.
- Approachable, positive disposition, strong time management, attention to detail, and multi-tasking skills.
- Ability to set priorities and manage multiple tasks for multiple team members at the same time.

- Ability to work in a fast paced, change-oriented, problem-solving environment.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point, MS Teams)

**Salary range is \$80-90,000 per year plus discretionary cash awards are given periodically at discretion of the executives. Benefits are paid by company for employees and dependents. 3 weeks' vacation plus 10 holidays and 80 sick time hours. 401K, ESPP. FSA and HSA.**