

## Executive Assistant to the CEO

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Small, sophisticated, and fast-growing consulting business looking for an experienced Executive Assistant. We partner with leading law firms, financial service firms, and other types of companies to develop growth strategies and provide innovative business development coaching and training programs. Most importantly, we love our work and our clients and have the strong results and supportive team environment to show for it. If you are passionate about helping others succeed, you may be a good fit for our culture.

We offer the unique opportunity to do high-level work in a trusting, collaborative, strengths-based culture. We are committed to helping our colleagues thrive personally and become the best versions of themselves professionally.

The ideal candidate is proactive, smart, trustworthy, tech-savvy, attentive to detail, and has a positive attitude and a strong sense of urgency. The candidate must be flexible, able to multitask, and able to handle time sensitive projects. Strong written and verbal communication skills, including the ability to interface professionally with our clients, are critical.

This is a full-time position that will be in-person 3-4 days a week in downtown Houston. To protect each other and meet client requirements, all employees must be fully vaccinated for covid-19 and update that vaccination as boosters become available. Typical working hours will be between 8:30 AM and 5:30 PM. Special events may occur outside of those hours. Compensation is attractive and commensurate with experience level.

### Responsibilities

- Taking and transcribing notes
- Scheduling and confirming appointments
- Updating and maintaining contact database
- Printing, organizing, and preparing materials for meetings
- Project management and task tracking in project management system
- Filing and office organization
- Conducting research online
- Creating and editing proposals, reports, and PowerPoint presentations
- Supporting client-facing events
- Personal and professional travel management
- Office management (building liaison, ordering and cataloging office supplies, equipment tracking, expense reporting for team)
- Working collaboratively on special projects with each member of the team
- Supporting CEO's involvement in outside civic and leadership activities
- Ad hoc duties as needed (including mail merges and supervising company mailouts)

### Ideal Candidate Is:

- A hardworking self-starter who achieves significant results in a fast-paced and rapidly changing environment
- Well-organized and attentive to every detail
- Consistent and productive. Able to develop and follow detailed processes
- Adaptable: enjoys doing work that requires frequent shifts in direction and can do so while maintaining impeccable attention to detail
- An avid learner who enjoys taking on new challenges and solving problems
- A team player with a positive attitude who can build enduring relationships and assume responsibility
- An excellent listener and notetaker
- Principled and committed to the highest standards of ethical behavior and confidentiality
- Willing to pitch in wherever needed on a team or project
- Eager to learn new technologies and savvy with the use of technology for internal processes and client work

## Requirements

- Minimum 5+ years of experience as an Executive Assistant
- Bachelor's degree
- Authorization to work in the US
- Comfort working in a small office environment and willingness to work downtown
- Strong client service skills, exceptional business etiquette, and overall professional demeanor
- Extremely proficient in Outlook, Microsoft Word, Excel, and PowerPoint (will be tested)
- Knowledge of LinkedIn, QuickBooks, SurveyMonkey, HubSpot, and/or Constant Contact would be a plus
- Must pass background check and provide verifiable references
- Strong grammar and communication skills – written and verbal (will be tested)
- High sense of urgency, with the ability to meet deadlines
- Excellent time management and organization skills
- Open to receiving frequent feedback in support of continuous improvement
- Must handle confidential information responsibly

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**Interested candidates should send their Resume and a Cover Letter to:**  
[info@mtopconsulting.com](mailto:info@mtopconsulting.com)