

Executive Assistant to the CEO

u.ni.corn “Something that is highly desirable and difficult to find.”

Are you the unicorn that we are looking for? We are an established, successful consulting boutique whose clients include Shell Oil Company, Kirkland & Ellis LLP, Wal-Mart, Johnson & Johnson, Susman Godfrey LLP, and other prestigious financial services, law, and private equity firms. Our unicorn is a hard-working, continual learner who is energized by teamwork. This candidate is passionate about exceeding colleagues’ and clients’ expectations on every task. They are an “A” player who wants to work with a team of exceptional people in an agile, fast-paced environment. We are a true meritocracy where the opportunities for professional growth and learning are limitless.

To succeed in our culture, you must be proactive, smart, attentive to detail, well-organized, and have a positive attitude and a strong sense of urgency. You must be able to handle time sensitive projects, juggle several projects successfully, and switch gears seamlessly. You must also have the confidence to anticipate and initiate needed actions if goals are not being met.

This is a full-time position with a hybrid work schedule. It will be in-person 3 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. Compensation, which includes annual bonus potential, is attractive and commensurate with experience level.

Responsibilities

- Taking and transcribing notes
- Scheduling and confirming appointments
- Updating and maintaining a large contact database
- Preparing CEO for meetings, events, and other obligations by compiling reports and notes/key information from previous meetings and other relevant sources; finalizing meeting materials for distribution to attendees; ensuring any advance materials are delivered successfully to attendees; and performing other related tasks as requested
- Managing CEO’s priorities by meticulously tracking work streams and ensuring timely response and execution of follow-up tasks
- 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
- Working with the CEO and team to design and maintain standard operating procedures and to implement new technologies for efficiency and efficacy of operations
- Completing additional tasks and special projects as needed

Ideal Candidate Is:

- A hardworking self-starter and independent thinker with excellent judgment and the demonstrated ability to anticipate and resolve problems
- 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 is comfortable with ambiguity
- 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

- 5+ years of experience supporting C-level executives
- Bachelor's degree
- Authorization to work in the US
- Comfort working in a small office environment and willingness to work in downtown Houston
- Strong client service skills, exceptional business etiquette, and overall professional demeanor
- Open to receiving feedback in support of continuous improvement and does not take feedback personally
- 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
- Must handle confidential information responsibly

Interested candidates should send their Resume and a Cover Letter to:
info@mtopconsulting.com