

Executive Assistant & Office Manager

Position Overview:

The Executive Assistant & Office Manager is a critical team member for the Mountaintop team. This individual will support the CEO by managing their calendar, preparing them for meetings, coordinating travel, and managing their professional, civic, leadership, and personal priorities. They will also provide administrative support to other members of the team, in addition to select office management duties (e.g., supply ordering, equipment tracking, expense reporting for team).

This is a full-time position with a hybrid work schedule. It will be in-person 3 days a week in central Houston; those days will vary depending on team needs. 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.

About Mountaintop:

Mountaintop Consulting is committed to providing exceptional work and service for our clients through a culture that values great work and great teammates. If this describes you, and you're looking for more than just a job, we'd like to get to know you.

Mountaintop Consulting is a successful, sixteen-year-old consulting boutique whose clients include Shell Oil Company, Kirkland & Ellis LLP, Wal-Mart, Johnson & Johnson, Susman Godfrey LLP, Goldman Sachs and other prestigious financial services, law, and private equity firms. We are a true meritocracy where the opportunities for professional growth and learning are limitless. About our culture: we are friendly and hard-working. We give a lot of feedback – and take it with the positive intent with which it's given. We don't shy away from tough conversations. We hold each other accountable and support one another personally and professionally.

Primary Duties & Responsibilities

- Taking and transcribing notes
- Scheduling and confirming appointments, including personal/family appointments for the CEO
- 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 personal and professional priorities by meticulously tracking work streams and ensuring timely response and execution of follow-up tasks
- 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
- Project management and task tracking in project management system
- Filing and office organization
- Creating and editing documents 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)
- Completing additional tasks and special projects, including personal/family projects for the CEO, as needed

Requirements & Experience Profile:

Education, Knowledge, And Technical Skills:

- Bachelor's degree
- Proficiency in Microsoft Office (Outlook, Word, PowerPoint, and Excel)
- Knowledge of LinkedIn, QuickBooks, and/or HubSpot would be a plus

Experience:

- 5+ years of experience supporting C-level executives

Attributes:

- A hardworking self-starter with excellent judgment and the demonstrated ability to anticipate and resolve problems
- 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
- 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
- Strong grammar and communication skills – written and verbal (will be tested)
- Must exercise discretion and handle confidential information responsibly
- Comfort working in a small office environment and willingness to work in central Houston
- Strong client service skills and professional demeanor
- Excellent time management and organization skills
- Open to receiving feedback in support of continuous improvement and does not take feedback personally

Other Requirements

- Authorized to work in the US
- Must pass background check and provide verifiable references

Benefits Overview

- Vacation & Sick Leave: 20 days annually, in addition to office-wide closure between Dec. 25 and Jan. 1
- Retirement: Simple IRA with 2% company match
- Healthcare: Monthly healthcare stipend
- Compensation: Attractive compensation with annual bonus potential
- Work Schedule: Hybrid

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