



## **Technical Job Description Role:** Executive Assistant to the CEO

### **Position Purpose**

As the Executive Assistant to the CEO at Safi Media, you are the “right hand” to internationally-recognized women’s leadership expert Eleanor Beaton (who is left handed). You will work closely with Eleanor to help her fulfill Safi Media’s mission of doubling the number of women founders who sustainably scale past \$1M by 2030. Your focus? Help Eleanor triple her productivity, to fuel company growth and advance our mission. You’ll be instrumental in both internal projects, streamlining processes, and client-facing initiatives, fostering strong relationships and delivering exceptional service.

### **Key Result**

As the Executive Assistant at Safi Media, your primary objective is to increase the CEO’s efficiency, help her grow company revenue while ensuring customer acquisition, retention and satisfaction. You will contribute to the company’s overall success and enable the CEO to focus on key priorities.

- **Increased Capacity:** By reducing the CEO’s administrative tasks and increasing efficiencies on core company objectives (Email and Calendar management)
- **Superior client experiences:** Coordinate and execute client-facing projects with precision, ensuring seamless communication and delivering exceptional service that strengthens relationships and drives client satisfaction
- **Effective project management:** Lead cross-functional initiatives, from conception to execution, driving successful outcomes through meticulous planning, coordination, and resource management.
- **Proactive problem-solving:** Anticipate and address challenges swiftly, utilizing strong analytical skills and resourcefulness to overcome obstacles and maintain operational efficiency.

### **Key Objectives**

Your job is to work closely with Safi Media CEO Eleanor Beaton to help her drive growth, advance the company’s mission, and triple her productivity and output. You’ll link with her to develop and organize initiatives and activities that align with our mission and goals. Your role will involve creating new strategies and materials to support the CEO’s strategic direction, as well as managing long-term goals and driving overall company success.

### **Key Responsibilities**

- Ability to function well in a high-paced environment and a high sense of urgency
- Plan, coordinate and ensure the CEO’s inbox and calendars are followed and respected. Provides “gatekeeper” and “gateway” role, creating win-win situations for direct access to the CEO’s time and energy
- Organize complex calendars and schedules, resolving any issues
- Prepare Word, Excel, PowerPoint presentations, agendas, reports, special projects and other documents in support of objectives for the organization



- Excellent communication and time management skills; proven ability to meet deadlines.
- Develop and manage special projects as assigned – this could include personal events and/or family needs
- Represent the company and the CEO in a positive light through great follow-through skills and sound judgment
- Support activities associated with outreach, quoting to prospects or current clients in our programs
- Communicate with potential customers to meet needs and long-term goals, gather and deliver information between internal and external teams, track and optimize customer metrics
- Supporting the CEO in podcast pitching, planning and designing programmes and proactively monitoring progress, resolving issues and initiating appropriate corrective action
- Provide confidential administrative support, including report creation and maintenance, project support, research tasks, preparation of business travel & seminar arrangements, and meeting scheduling, agenda development, expense reconciliation, and minute taking.
- Organize and provide oversight for corporate initiatives and celebrations as requested
- Develop and cultivate collaborative relationships with Safi team, and external partners
- Create, enhance and develop effective processes to ensure efficient superior support
- *Other responsibilities may be required*

#### **Skills & Experience**

- You are a fast learner, PERIOD.
- Experience supporting a CEO in an entrepreneurial environment, have a strong business sense and can decipher priorities and make sound judgment calls when needed
- Perform duties at the highest level possible on a consistent basis
- Able to interact with people of all levels in a confident, professional manner
- High sense of urgency and organizational skills
- You are excellent with tech, quickly learn new apps and digital tools and enjoy troubleshooting
- Strong writing skills & communication skills
- Planning & Scheduling
- Superior knowledge of techniques for planning and scheduling
- Experience in a remote team, have team-oriented experience and approach

Deadline to Apply: Midnight ET on Friday March 22, 2024

Please Apply [Here](#)