Executive Assistant (Posting #20-08-P)

Introduction

AC Disaster Consulting is a woman-owned disaster recovery and preparedness consulting firm focused on providing the highest quality services to our clients and partners. Our mission is to provide compassionate emergency management and disaster recovery services to local, state, federal, and industry clients.

Mission of Role

Be part of a team of knowledgeable, compassionate, and helpful allies for our clients. This is a unique executive assistant role, working on a wide range of tasks with the CEO of a quickly growing firm. We are looking for a very specific “fit” for this position: a problem solver, a creative thinker, a positive human being, a dog lover. We need someone who believes a job can be dynamic, change day to day, and does not necessarily have the usual boundaries that one might expect from office administration (think: helping with pets, running household and office errands, subbing in last minute for another role to alleviate stress from team members, etc.). This role will work out of the CEO’s home office on a daily basis, with local trips/errands needed and the possibility of other travel out of state, dependent upon the situation. The overall goal is to free up our CEO as much as possible; whatever that might look like for each day.

Location

• Denver, CO (Littleton area)

Hours

• 40-50 hours per week

Role Competencies

• Ability to work independently and to identify and resolve issues or propose solutions.
• Be highly organized and detail oriented.
• Possess strong time management skills, along with strong oral and written communication skills.
• Able to adapt to different situations and individuals.
• Creative and strategic thinker.

Types of Tasks

• Perform both office and home executive assistant functions.
• Manage and maintain executive schedules, including scheduling travel and conferences, making appointments, and making changes to appointments.
• Answering and directing calls to appropriate executives and parties.
• Overseeing administrative policies within an organization; recommending changes as appropriate.
• Reading and analyzing submissions, letters, agendas, memos.
• Prepare reports, collect and analyze information; assist in preparing presentations.
• Develop and utilize historical information; provide retrieval of information. Record meeting discussions and provide minutes.
• Maintain inventory and office supplies. Anticipate office needs; evaluate new office products; place and often expedite orders when necessary.
• Maintain knowledge by attending professional and technical educational seminars and workshops; review publications; establish professional and personal networks within the industry. Participate in societies relative to the business.
• Data analysis; Proficient in Access, MS Word, Excel, Outlook. Perform filtering and sorting of data, V-lookup and other functions.
• Coordinate finances, assist with budget preparation.
• Prepare executive responses to routine memos, letters, or correspondence.
• Prepare checks for signature and review.
• Provide clerical and general office support to other staff in other locations. Coordinate tasks and responsibilities to other staff members when appropriate.
• Interact with customers when appropriate and problem solve. Report problems to executives when they cannot be resolved for attention.
• Perform other duties as assigned.
Required Qualifications

- Advanced knowledge of Microsoft Office 365, Teams, SharePoint.
- Ability to be flexible in a dynamic environment.
- Outstanding written and verbal communication skills.
- Ability to pass a Background Check.
- Must be authorized to work in the United States.
- Possession of a valid Driver’s License.
- Must love animals!
- Positive attitude and a sense of humor!

Preferred Qualifications

- 3+ years of office administration experience.
- 1+ year of HR experience
- Taylor Swift mega-fan is a huge plus!!

How to Apply

- Please send your resume to resume@acdisaster.com.
- jobs@acdisaster.com.