

Introduction:

Our mission is to provide compassionate consulting services to local, state, federal, and industry clients, active in disaster response, recovery, and preparedness. We will be on time, on target, and on budget with the services aligned to the evolving threats and hazards facing our nation.

Mission of Role/Position Summary:

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 daily, 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.

Title: Executive Assistant to the CEO

Location: Denver, CO

- No Direct Reports
- Full Time/Regular (40-50 hours per week)
- \$20-\$23
- Benefits:
 - Medical, Vision, and Dental Insurance
 - Corporate Computer
 - 401(K) Account
 - Paid Time Off (Annual Leave and Sick Leave)
 - Training and Professional Development Opportunities

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.

Position Responsibilities:

- 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.

Technical Skills:

- 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!

Essential Skills, Education, and Experience:

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

Physical Demands and Work Environment:

- CEO Home office environment/remote work.
- Exposure and ability to read a computer screen.
- Ability to stand or sit for prolonged periods of time.
- Ability to operate a computer and read printed documents.

AC Disaster Consulting is an Equal Opportunity Employer committed to engaging a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender, gender identity national origin, disability, or veteran status.

How to Apply: Please send your resume to jobs@acdisaster.com - OR - apply directly on Indeed.