



Chief of Staff to the CEO

True Synergy, Inc. is a boutique professional and organizational development consulting company, based in Los Angeles, CA, that specializes in corporate culture change and behavioral transformation for high-growth companies. Learn more about us at www.truesynergyinc.com.

We are looking for an innovative, organized, detailed-oriented, and tenacious professional to support the CEO in handling both the day-to-day operations for our small consulting firm. This is a unique and exciting opportunity for the right person with a passion for corporate consulting in the applied behavioral sciences and has a keen interest in corporate culture change, people operations, behavioral transformation, and is an advocate for social justice.

As an administrative role, duties include managing and keeping the CEO abreast of schedules, meetings, and important matters concerning clients and the business, attending client and staff meetings, leading, and implementing various strategic planning processes, writing proposals, and creating slide decks, managing, and supporting key departmental areas, providing leadership to team members, as well as keeping our operation running smoothly. This is a high-pressure and fast-paced remote environment.

Responsibilities

- Executive Assistant to the CEO
- Serve as liaison between team members regarding company climate, employee well-being, project updates, proposals, and planning
- Develop, implement, and oversee the day-to-day business operations, systems, processes & procedures
- Assist with human resources including new hires, documentation, and onboarding, and collaborate to address team member concerns
- Managing independent contractors & suppliers, which includes driving accountability, assigning projects, sending contracts, obtaining updates & processing invoices
- Oversee daily operations through collaboration with senior team and department area leaders, performing an array of administrative tasks from managing calendars, generating correspondence, maintaining hard copy and electronic files, planning, and coordinating meetings and events
- Qualitative, quantitative, and internet researching, data analysis
- Drafting proposals and creating a variety of slide decks for presentations and training

Attributes

- Entrepreneurial and growth mindset
- Excellent communication, writing, and presentation skills
- Takes initiative, is proactive, and takes charge of activities
- Able to juggle multiple tasks and meet deadlines
- Able to make recommendations, think through and provide creative solutions to challenges
- Analytic and strategic thinker
- Able to be successful working in a remote environment
- Strong time management and planning skills
- Passionate about making an impact for a growing boutique business



Skills and Qualifications

- Master's degree in Business Administration, Organization Development, or similar field
- 5+ years in a business, executive management, or senior executive assistant role
- Proven experience organizing and directing multiple small teams
- Excellent communicator in written and verbal form
- Extremely versatile, dedicated to efficient productivity
- Experience planning and leading strategic initiatives

Preferred Qualifications

- Experience with data analysis
- Consulting experience with a focus on operations management
- Proven success in a project coordination/management role
- Nimble business mind with a focus on developing creative solutions
- Strong project reporting skills, with a focus on internal and external communication

What we offer

- Full-time
- Remote
- Benefits: professional development, paid holidays, sick, vacation, and self-care days
- Salary: \$36,000-\$60,000 (DOE)

If you are interested in this unique and exciting opportunity, please send a cover letter, and resume to hello@truesynergyinc.com.