

Executive Assistant to the CEO

**IT/Telecommunications Consulting** - Pleasanton, CA (San Francisco Bay Area)

**Job Description**

**Purpose of the Position:**

The Executive Assistant will be responsible for supporting the CEO as well as providing administrative support for other executives. Requires in-depth knowledge of company operations, policies and procedures.

**Key Responsibilities:**

- Interfaces with staff as required to ensure communications to and from executive are transmitted and received promptly. Handles details of a highly confidential and critical nature.
- Schedules CEO's appointments and maintains up to date calendar. Exercises discretion in arranging CEO's schedule. Determines time and place of meetings, has input to agenda and recommends attendees.
- Coordinates extensive travel arrangements and logistics. Determines itinerary and helps evaluate most cost effective and efficient vendors.
- Conducts research, compiles data and prepares papers for consideration and presentation by executives. Assists executives with the preparation of reports, correspondence and presentations. Responsible for determining most effective format for presentations. Evaluates issues and data at the request of the executive and prepares reports and proposals.
- Responsible for improving workflow and communications, ensuring that documents and files are in order and in compliance with recordkeeping regulations.
- Maintains follow up and reminder systems.
- Organizes large meetings. Responsible for selecting venues within company guidelines, which will include negotiating rates and arrangements with vendors (hotel, caterers, travel agencies). Directs other support staff ensuring meeting materials, presentations and other activities is coordinated.
- Conducts extensive follow-up with business contacts (verbal/telephone/letters) for executives with minimum instruction. Composes, prepares and sends correspondence from the CEO.
- Interprets administrative and operating policies and procedures for employees.
- Reviews operating practices in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- Helps set up and oversee administrative policies and procedures for offices.
- Attends meetings in order to record minutes, and compile, transcribe and distribute minutes of meetings.
- Coordinates and directs office services, such as records and budget preparation, and personnel in order to aid executives.

**Desired Skills & Experience**

- Minimum of 10 years of administrative executive support experience.
- Direct experience in supporting at the executive level.
- Ability to work well with client executives and associated EA's, technical staff and other administrative staff.
- Experience and expertise with Microsoft Word, Excel, Power Point, and Outlook.

**Company Description**

A global consulting firm that helps enterprise organizations to optimally, source, procure, optimize and manage their telecom supply chain. We deliver value for clients by creating short and long term savings, mitigating risk, aligning technology with business goals, and developing efficiencies in the telecom portfolio. Our solutions include:

- Global sourcing and negotiation
- Audit and compliance
- Inventory management [physical and billed]
- Mobility and wireless
- Policy development and risk mitigation
- Call center / contact center
- Private equity portfolio solutions
- Supplier performance

**Additional Information****Posted:**

June 27, 2011

**Type:**

Full-time

**Experience:**

Mid-Senior level

**Functions:**

Administrative

**Industries:**

Telecommunications

**Job ID:**

1658938