
Reports to: CEO/President

Department: Executive

Classification: Exempt

Last Updated: April 26, 2024

Job Summary:

The Executive Assistant provides business administrative and operational support to the owners of King Technology, Inc. (Owners), CEO/President, Executive Leadership Team (ELT), as well as corporate administrative support for meeting and project management.

The Executive Assistant's primary responsibility is to provide administrative support to the Owners and CEO/President, including managing schedules, coordinating meetings, handling digital correspondence, managing expenses, and collaborating with partners on travel arrangements. The primary purpose of this role is to drive operational efficiency and maximize productivity of the Owners and CEO/President.

Secondary responsibility is to provide corporate administrative support to the entire Executive Leadership Team (ELT) and company in the areas of meeting and project management. Meeting management includes organizing, supporting, and/or documenting these meetings: ELT, SLT, all company, Board of Directors, strategic planning, budget planning, and others as defined. Project management includes any corporate activities and/or projects that require administrative input or support from the Owners, CEO/President and/or ELT.

Essential Functions:

Executive Assistant to Owners and CEO/President:

- Work directly with the Owners and CEO/President to optimize their daily work routines.
- Perform a variety of administrative and operational tasks including but not limited to:
 - managing calendars,
 - coordinating and supporting meetings,
 - managing email inboxes,
 - submitting expense reports,
 - composing and preparing correspondence,
 - creating and editing presentations,
 - scheduling interviews, and
 - collaborating with partners on travel plans.
- Act as an internal point of contact and partner for owner's external personal assistant.
- Maintain confidential and sensitive information.
- Exercise discretion when committing time, evaluating needs and/or providing information.
- Anticipate, research, prioritize, and/or follow up on issues and concerns.
- Serve as the primary point of contact for communication and coordination with the ELT.
- Handle printing, copying, mailing packages, and distributing mail where necessary.
- Maintain paper and electronic filing systems where necessary.

Executive Administrator – Leadership Team (ELT):

- Organize ELT meetings; manage topics calendar and scheduling.
- Organize SLT meetings; manage topics calendar and scheduling, lead agenda and arrange lunch.
- Organize and maintain corporate calendar.
- Organize annual strategic planning meetings; secure facility, coordinate technology with IT, support coordination of agenda and materials, communicate logistics to attendees, attend meetings, take, and distribute meeting notes, and manage administrative expenses.
- Support creation, reviews, and progress reporting of Annual Operating Plan (AOP).
- As capacity allows support ELT members with administrative and operational tasks.

Corporate Administrator – Board of Directors:

- Organize, collaborate, and plan quarterly board meetings with Board Secretary.
- Coordinate all meeting logistics related to scheduling, technology, and meal planning.
- Coordinate and plan any pre-board meeting dinners where necessary.
- Support board member travel needs where necessary.
- Manage administrative expenses related to board meetings.

Corporate Administrator – All Company:

- Organize, schedule, and support quarterly and ad hoc all company meetings in collaboration with ELT.
- Organize and schedule annual budget meetings in collaboration with CFO.
- Contribute to corporate activities and/or projects that require administrative input or support from ELT.

Other Duties as Assigned

Job Qualifications:

- Bachelor's degree; 5 years of Executive Assistance experience and/or 3 years C-Level Executive Assistance experience.
- Detail-oriented self-starter with prior Executive Assistant experience.
- Manage sensitive and/or confidential information with restraint and tact.
- Possess strong emotional intelligence, relationship management, and interpersonal skills.
- Approachable demeanor and servant leader mindset.
- Able to use sound judgement to prioritize and make decisions.
- Effective at time management and ability to meet deadlines.
- Excellent verbal and written communication skills.
- Strong organizational skills and ability to multitask.
- Strong problem-solving and decision-making abilities.
- Able to multi-task, be flexible, and adjust quickly to shifting priorities.
- Able to work independently with minimal supervision.
- Strong technical acumen (MS Office Suite and PowerPoint).
- Strong organization and coordination skills.
- Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage, and Servant-Leadership.