

## **Job Opening: Executive Coordinator to CEO**

**(Part-time Position with opportunity to be Full-time with benefits in 3 months)**

*David Couper Consulting, Inc. is a leadership development firm that serves people and organizations by helping them be authentic and courageous leaders while creating caring, successful, and engaging cultures where everyone is valued.*

[www.davidcouperconsulting.com](http://www.davidcouperconsulting.com)

We currently have an exciting opportunity for a service-oriented person with strong office administration skills and high attention to detail and quality to provide executive administrative and business development support to our CEO.

### **Candidate Qualities:**

- Loves to bring full attention to detail and a high level of accuracy to every task
- Loves to maximize efficiency within a virtual office environment
- Thrives in being highly organized and proactive
- Committed to personal growth and transformation
- Natural people-person with a high degree of service-consciousness
- Enjoys working with ambitious, compassionate professionals

### **Skills & Qualifications:**

- Has a minimum of five years' experience in office administration, preferably with Executive Assistant experience.
- Solid educational background, preferably a BA or similar degree, certifications or studies.
- Experience working remotely and a properly equipped home office with a broadband internet connection.
- Must be within easy driving distance to Los Angeles proper to meet in person with core team as needed.
- Loves being proactive and completing projects with minimal supervision.
- Respects and honors confidentiality.
- Proficient all-around technical skills and excellent skills in modern office technologies including MS Office applications (Word, Excel, PowerPoint), Google Apps (Docs, Calendar, Drive, Mail), Dropbox and other applications.
- Familiar with other digital tools such as webinar, Skype, & email applications.

**Job responsibilities include:*****Administrative Support to CEO***

- Manage & schedule CEO's calendar, appointments, meetings, and travel plans.
- Prepare meeting agendas and record meeting notes and action items.
- Provide business development support through research and tracking status of actions.
- Comfortable working with digital Project Management applications.
- Order supplies and track inventory.
- Track CEO's coaching sessions.
- Respond to ongoing administrative duties as necessary.

***Sales and Business Development Support***

- Updating client database.
- Making appointments with prospective customers.
- Setting up sales meetings.
- Monitoring and reporting on sales and business development goals and actions.
- Creating, editing, and finalizing sales and business presentations.

***Technology Support***

- Conduct Internet and traditional research projects.
- Organize teleconferences and other calls (i.e. GotoMeetings, Zoom, Skype).

*Salary is dependent upon experience. If promoted to full time, benefit package includes medical, three weeks' vacation, and PTO (Paid Time Off).*

**If you are interested, please submit your résumé and cover letter to [ahruby@davidcouperconsulting.com](mailto:ahruby@davidcouperconsulting.com). In the subject line of the email, please type "Executive Coordinator – [Your Name]".**