

Neutrino Tech Systems

<https://neutrino techsystems.com/job/chief-of-staff-cos-executive-assistant-ea/>

Chief Of Staff (CoS) / Executive Assistant (EA)

Description

Our company is looking for an experienced Chief of Staff (CoS) to join our team and provide support to our Chief Technology Officer (CTO).

The CoS will be responsible for managing the day-to-day operations of the CTO's office, as well as facilitating communication and coordination across various departments and teams.

Responsibilities

- Serve as a strategic partner and advisor to the CTO, providing support in decision-making, communication, and problem-solving.
- Manage and prioritize the CTO's daily schedule, ensuring that meetings, appointments, and other commitments are efficiently scheduled and coordinated.
- Facilitate communication and collaboration between the CTO and other departments and teams, serving as a liaison to ensure that projects are effectively executed.
- Lead special projects and initiatives on behalf of the CTO, working cross-functionally to drive progress and deliver results.
- Conduct research and analysis to support the CTO in making informed decisions and identifying opportunities for growth and improvement.
- Prepare presentations, reports, and other materials for the CTO, ensuring that all materials are accurate, professional, and timely.
- Provide support to the CTO in managing external relationships, including partners, vendors, and customers.
- Manage and mentor the CTO's direct reports, ensuring that they are effectively executing their responsibilities and meeting their goals.

Qualifications

- Bachelor's degree in business administration, Engineering, or a related field; MBA preferred.
- 8+ years of experience in a leadership role, preferably as a Chief of Staff or a similar position.
- Excellent communication, collaboration, and relationship-building skills.
- Strong project management and organizational skills.
- Demonstrated ability to work effectively in a fast-paced, dynamic environment.
- Strong analytical and problem-solving skills.
- Ability to effectively manage multiple priorities and projects simultaneously.

Hiring organization

Neutrino Tech Systems

Employment Type

Full-time

Date posted

May 20, 2024