

Career opportunity -- Assistant to a CEO, to become a CEO --

Assistant to the CEO --

A dynamic, enthusiastic, and successful CEO is looking for an assistant who wants to take the next step in a great direction. The assistant will need to have an entrepreneurial spirit who is eager to learn and grow. The candidate must have an extremely high level of integrity, capable of getting jobs completed on time, and be a self-starter who has desire to one day run their own business. Working hours for this position will vary from day to day and will require one to work outside of the scope of a normal 8 to 5 position. This position will also require that you need to enjoy a variety of outdoor activities such as running, snow skiing, and with no fear of flying.

Requirements

- Ability to maintain confidentiality when dealing with sensitive information.
- Ability to be proactive, effective, self motivated and the ability to work in a team setting.
- Ability to work on business and personal items interchangeably.
- Exceptional organizational and interpersonal skills.
- Professional dress and demeanor for interaction in a business environment
- Extensive travel throughout the OKC area and with regular trips outside of the state.
- Have the desire to own their own business within 3 to 5 years.

. Responsibilities

- Become familiar with all aspects of the business.
- Effectively manage calendars, coordinate, and organize all daily activities of the CEO.
- Serve as a point of contact for those communicating with the CEO.
- Organize and maintain files/documents for the CEO.
- Manage and coordinate all travel arrangements and any other day to day activities for the CEO.
- Monitor and maintain all business financials and personal budgets for the CEO.
- Perform personal assignments, projects, errands, and other day to day needs of the CEO.

Compensation: \$36,000 annual salary plus benefits.

Tom Pace, CEO
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