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## Executive Coordinator to the CEO

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### **Overview**

The Executive Coordinator to the CEO (Executive Coordinator) serves as the operational right hand to the chief executive of our consulting firm. This position manages day-to-day executive operations by coordinating complex schedules, tracking high-priority projects, preparing meetings and materials, and ensuring timely communication across the organization. The role requires exceptional judgment, strong organizational systems thinking, and the ability to anticipate needs and solve problems with minimal direction.

The Executive Coordinator handles sensitive information, supports permit and project-related documentation, engages directly with clients and partners, and ensures accuracy across correspondence, reports, and presentations. The position also provides cross-departmental support, assists with staff training on administrative protocols, and may direct work of clerical employees.

Success in this role requires disciplined execution, adaptability in a fast-paced environment, and the ability to manage competing priorities with precision. The Executive Coordinator must consistently demonstrate excellent written and verbal communication skills, maintain confidentiality, and apply meticulous attention to detail. Those who excel at proactive planning, independent decision-making, and seamless coordination will thrive in this pivotal, high-impact role.

### **Essential Duties**

Assist CEO with day-to-day operations; organize and navigate daily events, meetings, projects, and tasks:

- Plan, organize, and schedule the president's meetings/appointments using Outlook, Teams, Zoom, or other meeting programs.
- Triage and prioritize incoming emails and phone calls.
- Monitor, review and file emails and documents from clients.
- Manage deadlines and prepare for meetings.
- Take meaningful notes and provide summaries of data when needed.
- Track deliverables, schedules, and client requests.
- Coordinate travel and other field meeting logistics.
- Create and edit correspondence, reports, and presentations.
- Answer and transfer calls to the appropriate staff member while providing quality customer service.
- Communicate effectively & enthusiastically with clients.



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## Executive Coordinator to the CEO

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- Manage and renew memberships, perform duties related to various clubs and organizations.
- Run various errands.
- Assist and fill-in for other staff as needed.
- Associate incoming client inquiries with the proper project and project manager.
- Work closely and supportively with field and office staff.
- May direct the work of clerical employees in lower job classifications.
- May assist in training newly hired staff with office workflows and communication protocol.
- Perform highly responsible and complex assistant duties while maintaining confidentiality.
- Assist with management of permit applications and permit requirements.
- Demonstrate the ability to work independently with minimal supervision to use and apply the highest level of good judgement and discretion in handling.
- Ability to analyze problems, make recommendations, and take appropriate courses of action in decision making.
- Demonstrate ability to provide meticulous follow-through on all assignments, paying high attention to accuracy and detail while working in a fast-paced environment with interruptions, frequently changing projects, and moving deadlines.
- Manage and maintain office spaces in a professional, clean condition (e.g., between weekly professional maintenance services).
- Occasionally assist with equipment purchase and banking correspondence.
- Support office staff when needed including other departments and field personnel.

### **Additional Duties**

- Assist other executives, principals, and project managers as needed
- Assist with purchases and banking correspondence
- Support other staff when needed including other departments and field personnel

### **Minimum Required Qualifications**

**Education:** High School Diploma, GED, Office Support Certification, or associate degree in business administration. Bachelor's and graduate degree is a plus.

**Experience:** At least 5 to 10 years in fast-paced, general office management. Project management experience a plus.

**Knowledge:** Excellent computer skills in MS Office suite (Outlook, Word, Excel, Teams, SharePoint). General knowledge of project management.



## Executive Coordinator to the CEO

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**Skills:** Excellent communication, critical thinking, and problem-solving skills. Attention to detail and accurate record keeping is an essential requirement of this position. Ability to produce results in a fast paced, dynamic, changing environment. Must be familiar with the internet browsing, group messaging and e-mail programs. Requires decision-making power, social and leadership skills. Requires excellent organizational and communication skills. Must be able to work independently.

**Abilities:** Excellent oral and written communication, listening skills, and time management. Must be proactive in taking responsibilities and seeing the bigger picture. Must be able to listen and communicate effectively, to deal with people of diverse backgrounds.

**Licenses/Certifications:** Certifications in MS Office programs is a plus. Must also have a valid Driver's license.

### **Working Environment**

**Physical Requirements:** In-person, office environment, working up to 8 hours per day. Sitting, standing, walking, squatting and lifting up to 30 lbs. Prolonged periods of sitting/standing at a desk and working on a computer. Occasional remote flexibility may be provided.

**Mental Effort:** Able to multi-task and possess effective mental ability to sort and conclude various problems in rapid working environment. Strong critical thinking and problem-solving skills are a must.

**Working Conditions:** Indoor office with controlled room temperature system.

### **Pay Range**

\$30.00 – \$45.00 per hour, depending on experience and qualifications.

*This job description is not intended to be all inclusive all job duties and responsibilities. Althouse and Meade, Inc. reserves the right to revise this job description as it deems necessary. This job description does not constitute a written or implied contract of employment. Requirements are representative of minimum levels of knowledge, skills, and experience required. I acknowledge I have read and understand my responsibilities stated in this job description.*