



## **Executive Assistant To The CEO**

### **THE UNSTOPPABLE ENTREPRENEUR**

The Unstoppable Entrepreneur is seeking to add its next superstar to our rapidly growing team! This individual will work directly with the CEO to assist her in day to day logistics, providing her with the administrative support she needs to steer the company forward. This person will be the right hand to the CEO, so must be willing to work as part of a high-paced, all-in team of rockstars.

This position is a full-time role and perfect for an individual who is highly motivated, extremely organized, and has incredible attention to detail. Must be able to travel to West Chester, PA daily.

#### **Responsibilities Include:**

- Manage, coordinate and maintain the calendar of CEO including appointments, meetings and travel. Knows and understands all key dates, commitments and complexities of CEO's calendar and blocks and manages in accordance
- Responsible for organizing of internal and external meetings on behalf of the CEO ensuring all necessary requirements are made
- Provide executive and administrative support to the CEO.
- Responsible for organizing CEO travel and logistics including flights, visa requirements, hotel accommodation, car rental, meeting schedules while travelling and completing expenses.
- Monitor and respond to incoming communications to CEO's office including phone calls, emails and ensuring correct department distribution.
- Secretarial support for meetings as and when required by the CEO, including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues and arranging refreshments. Writing and distributing comprehensive minutes and action points to all members post meeting.
- Drafting and writing high quality reports and presentations, as required by the CEO.
- Communicating important information to appropriate parties throughout the organization



- Responsible for acting as CEO's personal driver as needed in line with CEO's daily requirements.
  - Prepare and submit daily briefings to CEO of messages, emails and social media responses needed
  - Submit daily metrics report to CEO coordinate and follow up with department managers to ensure submitted timely and completely
  - Source screen interview and present high quality vendors for personal and professional use such as self care resources, in home chef, child care, employees, etc
  - Provide daily onsite support in any capacity needed from food prep, mailing gifts, light cleaning, shopping, coordinating as needed.
  - Styling, coordinating and outfit selection for events, photo shoots and content creation events.
  - Must have 100% clean driving record, be willing to comply with background check and clearances. Position will work out of West Chester, PA each day.
- \*This position requires exceptional attention to detail, a keen eye for style and on brand purchases and a strong ability to research, vet and select ideal resources to support the CEO personally and professionally.

If this seems like the perfect role for you, please send your resume and submission video to [karla@kellyroachcoaching.com](mailto:karla@kellyroachcoaching.com)

\*Please record and send us an Introductory VIDEO of yourself. Video files, YouTube links or Vimeo links will be accepted. The video should be brief/under five minutes and should include the following:

- (1) What interests you about the Executive Assistant to the CEO role and responsibilities.
- (2) Traits or skills you have that are in accordance with the role.
- (3) Challenges you think may accompany the role.
- (4) Please share anything else you would like us to know about you.



### **About Kelly Roach International**

Kelly Roach is a highly sought after business growth strategist who helps small business owners and entrepreneurs add six and seven figures to their bottom line. She is the host of the top rated podcast Unstoppable Success Radio and an International best-selling author.

Before launching her own international consulting firm, Kelly was a Fortune 500 Executive where she was promoted 7 times in 8 years. Kelly's expertise in working with organizations lies in helping drive innovation, leadership development, sales strategy and profitable growth.

She has been featured in *Inc*, *Forbes*, *Bloomberg Businessweek*, *Entrepreneur On Fire*, *ABC, Good Day*, *NBC*, *The CW*, *The Jill Kargman Show*, and hundreds of podcasts. Learn more at [www.kellyroachcoaching.com](http://www.kellyroachcoaching.com)

Kelly is also the co-founder of Give Her Courage, a movement to instill courage and confidence in young girls all around the world. You can find out more about the Give Her Courage movement on Instagram @givehercourage or on their website at [www.givehercourage](http://www.givehercourage)