



HumanPoint | Executive Assistant to CEO

Role Summary

The Executive Assistant to the CEO provides administrative support, including managing her daily calendar which is often very full. Management is more involved than penciling people into empty spaces. This position serves as an important gate keeper and is critical to the company's success, as they will interface, primarily through email, other company executives. Crucial to the success of this position is the ability to take initiative to making sure our CEO is prepared with accurate and necessary documents and information for meetings and coaching sessions.

Other tasks will include scheduling HumanPoint's coaching sessions by collaboratively working with coaches and the lead consultant, providing excellent customer service to visiting clients, managing client communications, and general office management. This role is an onsite position at our Pioneer Square, Seattle office location M-F, 9am-3pm.

Skill/Qualifications

- Superb ability to multi-task and high attention to detail and accuracy
- Superb ability to manage busy calendars and projects with conflicting deadlines
- Excellent written, verbal, and interpersonal communication skills
- Successfully complete critical aspects of deliverables with a hands-on approach
- Exhibits initiative and is self-motivated; Can work independently without supervision
- Demonstrated proactive approaches to problem-solving
- Proficient in Microsoft Office 365, Adobe Acrobat Pro, CRM management
- Ability to maintain strict confidentiality around client information
- QuickBooks Online or AR experience is a plus

Key Roles + Responsibilities

- Manage CEO's calendar including scheduling meetings & travel, sending meeting reminders, and change requests
- Schedule all coaching sessions for groups and individuals with the support of lead consultant
- Phone and email support for scheduling or information requests
- Onsite office management; anticipating needs and maintaining the day-to-day workflow
- Greet clients visiting our office; to provide support to coaches using our office for sessions
- Prepare PowerPoint presentations for CEO or coaches for upcoming presentations
- Attend meetings, take notes, follow-up on action items
- Maintain client contracts, assistance with invoicing and Accounts Receivable/Invoicing
- Special Project support including, writing and proofreading of proposals, reports and documents
- Support occasional philanthropic work HumanPoint is conducting for community partners

Schedule: Monday through Friday, 9am – 3pm

Location: Pioneer Square, Seattle

Benefits: Health and Dental Insurance, Simple IRA participation

Salary: \$16 - \$18 per hour, DOE

“There is no maximum to human potential.” - Amy Hedin | CEO