

Executive Coordinator – Job Description

General Scope

The Executive Coordinator coordinates and provides advanced organizational assistance related to activities of Executive Director (ED). Support activities include communications, graphical presentations, calendar management, meetings and project support through organizational and analytical support activities. The position acts as liaison or primary point of contact for internal and external issues related to Executive Director. It coordinates and supports among senior management team on select issues/projects and provides executive outreach as necessary. Is responsible for special projects including implementing office enterprise productivity tools including GTD methodology.

The candidate must be able to work under sensitive deadlines and handle a wide variety of activities. The ideal person must be energetic, well-organized and creative, while familiar with modern productivity-management tools. The candidate must enjoy working with a small, but dynamic and entrepreneurial mission driven organization. The ideal candidate has strong written and verbal communication skills, maintain a realistic balance among multiple priorities and be a strong team player.

Duties & Responsibilities

Executive Support

- Works closely and effectively with the ED to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Ensures proper handling of an active calendar of meeting and appointments; ensuring key reporting deadlines are met; arranging itineraries and agendas.
- Serves as primary point of contact to ED by providing a "gatekeeper" and "gateway" role, enabling win-win communication and decision-making situations. Communicates directly, and on behalf of Director, with senior management, staff and others on matters related to programmatic initiatives.
- Ensures successful completion of critical aspects of deliverables with a hands-on organizational approach, including coordination and reminders through the team, drafting acknowledgement etc. Prioritizes needs; handles matters, proactively and confidentially; following through on projects to successful completion.
- Demonstrates leadership by proactively maintaining credibility, trust and support with senior management, staff and external clients.

Special projects and GTD methodology

- Special projects as directed.
- Develops and implements GTD (Getting Things Done) methodology, a productivity tool for CBS. Nurtures GTD culture into organization through training and coaching.
- Applies GTD principles into a customizable digital platform (Asana, with links to GTD, Slack, email, mobile apps etc). Apply and enroll the entire CBS collaborative work environment into the system

Support for Committees and Senior Management forums

- Serves as a liaison with senior Management Team or various Committees ensuring scheduling and meetings, logistics and content distribution of materials
- Updates, coordinates and ensure completion of follow-up items related to Committees or senior management forums

Presentations, Writing and Research

- Prepare PowerPoint presentations for speaking engagements, including graphic presentation, concepts and ideas.
- Prepare and edit reports and presentations as needed. Provide proof reading and writing for ED's correspondence.
- Research as directed for presentations, meetings, and special projects.

Qualifications

- Excellent interpersonal relationship and management skills
- Self-motivated, team player excited to work in a face-paced environment
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, senior management, external partners and donors etc.
- Ability to manage multiple projects and follow through in a timely manner
- Strong aptitude to see and manage varied projects and effectively coordinate across projects to ensure synergies are leveraged and tasks are not dropped.
- Attention to detail and a dedication to accuracy
- Expert level written and verbal communication skills
- Emotional maturity. Demonstrated proactive approaches to problem-solving with strong decision-making capability

- Highly resourceful team-player, with the ability to also be effective independently
- Proven ability to handle confidential information with discretion and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment
- Creative and forward looking thinker, actively seeking opportunities and solutions

Education and Experience Requirements

- Previous 3+ years of advanced executive support experience is required. Project management experience a strong advantage
- Bachelor's degree from a reputable University is required. Masters degree a plus
- Hands-on expertise with project MS Project Manager, GTD, Asana or Slack web platforms a strong advantage
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms.
- Advanced command of English skills both writing and speaking

About CBS

CBS, Creative Business Solutions is a nonprofit organization that pioneers economic growth solutions with financial and social return impact. CBS partners with USAID to implement SmartCapital, a three-year program with economic benefits for SME's. The program provides economic growth through access to capital and a variety of smart technologies. CBS works closely with an array of partners including large donors and banks, micro finance institutions and state institutions. It has built a number of enterprise digital platforms including Agroweb and LORES platforms. CBS is the leading organization for agriculture finance in Albania with coordination and programs in the Balkan region. Its full expertise includes banking, agriculture, finance services, technology solutions, environmental, renewable energy and digital marketing. CBS has a team of 27 professionals with five branches throughout Albania including head office in Tirana.

www.cbs.al

Application:

Interested applications must email a cover letter and CV until **October 31, 2016** to info@cbs.al and include "Executive Coordinator" in the subject line.