



## **Job Description: Executive Assistant**

### **About Trust Edge Leadership Institute**

Our mission is to develop cultures of trust where everyone can perform at their best. Through speaking, training, research, measurement, and consulting, Trust Edge Leadership Institute (TELI) serves leaders and organizations around the globe. We are headquartered in White Bear Lake, Minnesota.

Our values are excellence of service, integrity of actions, love of others, celebration of opportunity, and trustworthiness in everything.

Our virtues are gratitude to God, "Figure it out" mentality, "Count on me" character, premium product, same onstage and off, positive and encouraging, and daily results.

TELI aims to create a work culture that emphasizes fun, impact, and growth while providing unique opportunity for ongoing individual and team development. The fast-paced nature of the services industry creates a workplace characterized by innovation and collaboration.

### **Daily Critical Team Actions**

- We actively care for & connect with clients.
- We create simple, quality products & services.
- We get better every day.
- We say thank you.

### **Mission for Executive Assistant**

To provide high-level, fast, and quality administrative support for the CEO, enabling him to effectively accomplish key priorities and lead the company vision.

### **Outcomes**

- Increased time for the CEO to focus on key priorities
- Increased quality of client care
- Increased efficiency of internal processes
- Less stress

**Position Type:** Full Time, Exempt, Reports to CEO



## **Position Summary**

The Executive Assistant position is responsible for many day-to-day activities in the office. The role includes establishing relationships and systems to help efficiently maintain daily processes while representing the company on the phone, in writing, and in person. The Executive Assistant must exhibit an ability to take initiative, anticipate needs, and assist wherever help is required by swiftly managing administrative tasks and keeping administrative systems operating consistently—while maintaining trustworthiness in everything.

Because of the entrepreneurial nature of TELI, the Executive Assistant position may also include tasks and projects related to other departments (marketing, event logistics, etc.)

## **Duties and Responsibilities**

### **Executive Support for the CEO**

- Maintain appointment schedule; plan and schedule meetings and appointments and organize appropriate meeting material. Print and provide the daily scheduling.
- Manage executive correspondence (mail and email); draft letters, send responses, partner with the CEO on appropriate follow-up.
- Provide proactive administrative support; understand and manage priorities and timelines.
- Schedule and manage all travel arrangements: flight, hotel, ground transportation.
- Assist with projects and other activities.
- Joyfully take care of personal tasks as needed, such as getting dry cleaning before flights, fueling up the vehicle, and ordering healthy food.
- Adapt and adjust tasks as needed in order to lighten the load of the CEO
- Strategic in planning ahead for future needs and best practices



## Preferred Qualifications and Skills

- Experience as an Assistant or a role with similar responsibilities as listed above
- Outstanding Calendar Management skills
- Strong knowledge of Microsoft Suite applications
- Strong attention to detail, follow-up, and organizational skills
- Exceptional interpersonal communication skills, both verbal and written
- Ability to treat sensitive and confidential information with appropriate discretion
- Strong sense of urgency, adaptability, flexibility, and resourcefulness to find win-win outcomes in what can be complex scenarios
- Knows how to listen for what is needed, and take initiative
- A team player who is proactive, flexible, collaborative, results-oriented and comfortable in a rapidly changing environment
- Commitment to the mission of Trust Edge Leadership Institute
- Positive outlook and passion to help others succeed. Promotes and acts within company culture and values
- Adaptable to meet the various needs of the office

## Physical Demands

- Must have valid drivers' license with good driving record
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## Preferred Qualifications

2+ years as a PA or EA

Ability to work independently with minimal supervision or direction

Track record of continuous personal and professional growth and education

TELI is ready to grow. We have refined our Mission Statement, documented all of our business processes, built a strong brand, clarified our Vision, and assembled a trained, experienced, and focused staff. There's a tremendous amount of energy to be harnessed, and we're looking for the right person to help take us to the next level.

***If you're that person, we want to hear from you!***

Reach out to [Margaret@TrustEdge.com](mailto:Margaret@TrustEdge.com) with a letter of interest, resume, references, and top 5 StrengthsFinder results and we'll be in touch if you're a good fit.

To complete the StrengthsFinder Assessment, click here: [Top 5 Strengths](#)