

## OUR VALUES

Family	Ownership	Opportunity	Tomorrow
Authenticity, Teamwork, Integrity	Persistent problem-solver	Develop yourself, the team and the brand	Ideas to build the future

## JOB OVERVIEW

**Job Title:** Executive Administrator

**Department:** Global

**Reports To:** Chief Executive Officer (CEO)

**Type:** Full Time

### Job Purpose:

This role supports the CEO to operate with maximum efficiency and effectiveness. The EA is responsible for administration, special projects, communications, external relationship management.

To succeed at this role, a candidate will possess a high level of perceptiveness, problem-solving capacity, sound decision-making, excellent writing and communication skills, and the ability to balance competing priorities from conception to completion.

**Supervision Received:** This position works highly autonomously and reports directly to the CEO

### Duties & Responsibilities:

#### 1. Executive/ Administrative Support:

- Provide administrative assistance to the CEO such as preparing reports & presentations, activity planning and scheduling, fundraising support, communication, time management, copy editing and formatting, day to day management follow-up, and more
- Act as a trusted advisor and operator for the CEO and fill in as necessary in meetings, synthesizing information and feedback

#### 2. Special Projects:

- Manage special projects in support of the CEO, including but not limited to data analysis and aggregation, research, new product testing, assessments, and intern management

#### 3. Relationship/Partnership Management & Communications:

- Support on-going and new relationships with key partners
- Manage / support reporting requirements to the board, partners, shareholders, and donors
- Communicate directly, and on behalf of the CEO with both internal and external stakeholders

## Experience Requirements

### Minimum Experience / Skills:

- At least three years experience working closely with senior managers
- Meaningful international business exposure and experience communicating with diverse stakeholders, ideally private, public, and charitable stakeholders
- Excellent writer (in English) with demonstrable portfolio of reports, publications, or other professional writing experience
- Excellent visual management and formatting skills
- Proficiency with basic work software ie Microsoft Suite, G Suite, calendars, etc

## Preferred Experience:

- All successful, professional working experiences a plus, and especially experience related to
  - Start up or early stage companies
  - Social enterprise
  - Growth companies
  - Franchising
  - Multi-unit businesses
  - Executive Assistant work
  - Grant Writing
  - Project Management

## Culture Fit Criteria:

*In addition to experience, we look at attitude, potential, and grit. A top candidate is:*

- Talented at discerning and grasping “to-dos” with partial information
- Hard working, intrinsically motivated, and able to get things done
- Strong entrepreneurial and business instincts
- Fast, hands-on, and come with an ownership mentality
- Honest, reliable and dedicated

## Internal Interfaces:

- CEO
- Global & Exec team members
- Leadership team each Opcos

## External Interfaces:

- AMF Directors & team
- Board members & Investors
- Institutional and individual donors

**Interested? Please apply by expressing your interest and a link to your LinkedIn or CV to [jobs@jibuco.com](mailto:jobs@jibuco.com) with the subject line, “Exec Admin”**