

Position: Assistant to the Office of the President / Office Manager

Team: Office of the President

Reports To: CEO with dotted line to SVP, Clinical Solutions and SVP, Shared Services

Location: Denver, CO

Mission of the Role:

Support the daily efforts of the CEO and executive team to improve the effectiveness and operational efficiency of the Office of the President. Optimize the company's overall productivity by successfully managing the administrative operations of the office.

Accountabilities:

- Manage executives' calendars, meetings, conference calls, emails, phone calls, travel, and expense/time reporting with the ability to effectively re-prioritize in a constantly changing environment
- Heavy client interaction for high-level executives
- Gracefully manage VIP requests to enable easy access to executives
- Manage sensitive information with absolute confidentiality
- Serve as company secretary, providing notes transcription for meetings
- Manage and provide backup assistance to the receptionist to build outstanding relationships with vendors, clients, employees, candidates, and the general public
- Operate as the key caretaker of the communal office areas to provide an environment that maximizes employee productivity
- Administer company travel needs
- Manage office facilities / office equipment and associated vendor relationships

Travel:

Position is located in our Denver Tech Center (DTC) office and it is anticipated that only occasional travel will be required.

Education Requirement:

Bachelors degree required

Experience:

- Track record of successfully delivering on related accountabilities in past positions
- 7-10 years of administrative support at the Senior Executive level
- Advanced MSOffice and PowerPoint skills

Send cover letter and resume to our Human Resources Department at careers@thebreakawaygroup.com. Please include Reference code – "OTP/OM" in the subject line.