



Executive Assistant to the CEO

Company Overview

XEC Solutions LLC is a premier executive search and recruitment firm specializing in providing tailored talent acquisition solutions across various industries, with a strong emphasis on Aerospace and Information Technology. Founded with the mission of aligning recruitment strategies with the unique hiring goals of companies, XEC Solutions has established itself as a trusted partner for organizations seeking to enhance their workforce.

Job Summary

We are seeking an experienced and highly skilled Executive Assistant to provide comprehensive support to our CEO and assist with HR-related functions. This role requires exceptional organizational abilities, discretion, and the capacity to manage complex tasks in a fast-paced environment. The ideal candidate will be a proactive problem-solver with excellent communication skills, the ability to handle confidential information with utmost professionalism, and experience in HR support and onboarding processes.

Key Responsibilities

Executive Support

- Manage the CEO's complex calendar, including scheduling meetings, appointments, and travel arrangements
- Act as the primary point of contact for internal and external stakeholders
- Prepare and edit correspondence, presentations, and reports
- Organize and coordinate executive meetings, board meetings, and other high-level events
- Handle confidential and sensitive information with discretion

Administrative Duties

- Manage incoming calls, emails, and correspondence
- Maintain filing systems and organize documents, both digital and physical
- Assist in the preparation of regular reports for the board and executive team
- Coordinate with other departments to gather information and prepare materials for the CEO

HR Support and Onboarding

- Assist the HR department in coordinating recruitment efforts for executive and senior-level positions
- Support the onboarding process for new executives and key personnel
- Help develop and maintain employee onboarding materials and procedures
- Coordinate orientation schedules and logistics for new hires
- Assist in organizing company-wide HR initiatives and events

Travel Management

- Plan and coordinate international and domestic travel arrangements
- Prepare detailed itineraries and ensure all necessary documents are in order
- Manage travel expenses and reimbursements

Office Management

- Oversee office operations and implement efficiency improvements
- Manage vendor relationships and contracts related to executive office functions
- Develop and maintain standard operating procedures for the executive office

Special Projects

- Lead and manage special projects as assigned by the CEO
- Conduct research and prepare briefing materials on various topics
- Assist in the preparation of speeches and presentations for internal and external events

Requirements

- Bachelor's degree in Business Administration, Human Resources, or related field
- Minimum of 5 years of experience supporting C-level executives
- Experience in HR support and onboarding processes
- Proven track record of managing complex schedules and travel arrangements
- International travel planning experience
- Extreme attention to detail and ability to multitask effectively
- Exceptional verbal and written communication skills
- Ability to maintain strict confidentiality with sensitive information
- Advanced proficiency in Microsoft Office suite, particularly PowerPoint and Excel
- Strong problem-solving skills and ability to work under pressure
- Flexibility to work outside of regular business hours when required

Preferred Qualifications

- Experience in the staffing sector
- Knowledge of HRIS and project management software
- Multilingual capabilities
- HR certification (e.g., SHRM-CP, PHR)

Personal Attributes

- Discretion and trustworthiness
- Proactive and self-motivated
- Adaptable and flexible in a dynamic environment
- Professional demeanor and excellent interpersonal skills
- Ability to anticipate needs and take initiative
- Strong business acumen and decision-making skills
- Empathy and strong people skills for HR-related duties

Schedule

- 8-hour shift

- Monday to Friday
- Hybrid

This position offers a competitive salary commensurate with experience, along with a comprehensive benefits package. The successful candidate will play a crucial role in supporting the leadership of our organization, contributing to its overall success, and ensuring smooth HR processes and onboarding experiences for new team members.