ROLE DESCRIPTION

The Chief os Staff (CoS) is responsible for ensuring success in all areas of the organisation's dealings as the right hand to CEO.

The Cos prioritises, organises, and condenses information going into and out of the executive's suite oftern entrusted with the task of implementing and overseeing organisation-wide initiatives and programs.

In some cases, this role can even include managing their executive's email inbox, which can involve responding directly to queries and/or preparing a daily digest of the most important emails.

OBJECTIVES

- Oversee strategic business initiatives, from development through successful execution

- Assist and communicate with executives in decision-making, program management, and initiative implementation

- Review, design, and execute improvements to organisational structure; find knowledge and skills gaps and help address them

- Improve current processes and optimise organisational procedures for efficiency and productivity

- Serve as liaison with staff, executives, senior leaders, and CEO regarding company climate, employee well-being, project updates, proposals, and planning

- Assist the human resources department with new hires, including documentation and onboarding, and collaborate to address and resolve all employee concerns

RESPONSIBILITIES

- Serve as liaison with staff, executives, senior leaders, and CEO regarding company climate, employee well-being, project updates, proposals, and planning

- Assist the human resources department with new hires, including documentation and onboarding, and collaborate to address and resolve all employee concerns

- Oversee daily operations in collaboration with senior managers and department leaders, and perform administrative tasks such as managing calendars, coordinating annual corporate meetings, and scheduling

- Develop and build on relationships with all employees for increased efficiency and succss of operations, and help define new operational strategies by working with CEO and other executives on special projects

- Serve as a subject-matter expert, handling inquiries, developing action plans, and assisting with preparation and dissemination of communications

Chief of Staff

IMACS