

Executive Assistant to Founder & CEO

Major Duties and Responsibilities

Catalyst Learning Company (CLC) provides education and career development solutions to healthcare organizations across the US. These programs upskill frontline healthcare employees, from entry-level individuals to first-level supervisory nurses, giving them the tools necessary to grow professionally and personally. CLC's products make a real impact on adult learners' confidence, behavioral skills, and upward career mobility. Read what our customers have to say about our work on our [blog](#).

CLC's Founder & CEO would like to find an experienced administrative professional to assist her in a variety of tasks, many of which are related to business development and human resources. The position is ideal for someone who enjoys being part of a small and mighty team, appreciates the impact of education, and wants to make a difference in people's lives.

The Executive Assistant role requires highly-developed communications skills, both on the phone and via email, with internal and external customers. There is regular daily interaction with the Leadership Team, colleagues working in Sales, Marketing, Client Relations and Product Development roles, customers and prospective customers. An orientation to quality and pro-active attitude are vital, as is strong attention to detail.

Requirements:

- Excellent communication skills, including strong listening and sales skills.
- Curious and open-minded. Research experience, i.e. with gathering and summarizing information for special projects.
- Collaborative, e.g. work with Marketing Specialist to support marketing campaigns; e.g. creative assistance, data entry, and lessons learned/process improvement ideas.
- Detail oriented. Use sales and operations tracking tools to compile reports and provide data to CEO and Leadership team.
- Positive-thinking and passionate about being part of a successful team. Work closely with colleagues to innovate, solve problems, generate ideas.
- Knowledge: Strong computer skills. Prior experience with Outlook, Salesforce, Sharpspring, and/or Smart Sheets is preferred.
- Organization and time management skills.