

Country Administrative Assistant

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Company: Selina

Location: Tel Aviv-Yafo

Category: other-general

Description

Our mission is to build a global movement where people live, travel, work and experience, while making meaningful connections.

Selina was born out of a desire to celebrate the nomadic lifestyle: to experience our planet's most beautiful places, to build community, to engage with locals and fellow travelers, to work and enjoy new adventures.

The Selina ecosystem consists of Hospitality, Food & Beverage, Tours, Wellness, Education, Development, Real Estate, Co-Working, Art & Design, Community Impact, Education, Surf, Sales, Marketing, and Technology. With 100+ Locations opening around the globe, we have multiple job opportunities at any given time.

A chief officer (CEO) is the highest-ranking executive in a company, whose primary responsibilities include making major corporate decisions, managing the overall operations and resources of a company.

The CEO is responsible for providing strategic, financial and operational leadership for the company and will closely coordinate and work with the Board of Directors and senior leadership team.

The Executive Assistant will provide high-level administrative support to the CEO.

Reporting directly to the Chief of Staff and CEO, the Executive Assistant provides executive support in a one-on-one working relationship.

The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations

efforts, and oversees special projects.

The Executive Assistant must be creative and enjoy working within an entrepreneurial environment. The ideal individual will have the ability to exercise good judgment in a diversity of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.

Manage the CEO's diary:

Beyond scheduling meetings, your responsibility will entitle prioritizing meetings by topic, multi-party and multi-time-zone coordination, ensuring timely completion of schedule, ensuring participating parties are prepared for the meetings with expected deliverables.

Plans, coordinates and ensures the CEO's schedule is followed and respected. Provides a gatekeeper and gateway role, creating win-win situations for direct access to the CEO's time and office.

Manage CEO's travel plans:

Coordinate all travel arrangements for the CEO as required, through Selina's travel department or independently.

Provide Broad Administrative and Executive Support:

Expense reporting, tracking, payments, presentations, meeting minutes, coordination and hosting of visitors (including potential investors and partners).

Provides leadership to build relationships crucial to the success of the organization, and manages a variety of special projects for the CEO, some of which may have organizational impact.

Provide Support on Personal Commitments:

Support CEO in the accomplishment of personal commitments such as personal reservations, purchases, and meetings.

Education: Bachelor's degree or equivalent experience with administration, marketing or social sciences background and an interest in global issues and travel.

Skills: Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.

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