



Do you want to make a difference in the world? Would you like to join a group of dedicated, professional changemakers who come to work every day to do just that? As a social enterprise, we believe that business can and should be a powerful force for positive social change.

The Redwoods Group is not a traditional insurance company. We change the world for the better through the inspired application of insurance data and a deep commitment to the broad community within which we live and serve. We tackle very serious issues with very serious stakes, from child sexual abuse to drowning. Insurance is the means to fulfilling our mission to Serve Others.

For us, financial profit is important, but only as a metric of sustainability. We are a hybrid non-profit and for-profit company called a B-Corporation (for benefit). By providing property, casualty, and workers' compensation insurance products alongside safety and risk consulting services to YMCAs, Jewish Community Centers, Boys and Girls Clubs and youth-serving resident camps across the nation, we are reducing injuries and saving lives. The Redwoods Group is passionate about making the world a safer place.

The Redwoods Group is currently seeking a permanent, full time **Executive Assistant** to join us in our Research Triangle Park office to help solidify Redwoods as the premier insurance partner for our customers.

#### Administration

- Proactively manage a complex and often changing calendar for the CEO
- Assist the CEO to perform regular, repetitive functions necessary to support the enterprise, including providing materials and reminders, scheduling meetings and/or preparation time
- Perform administrative and liaison functions of a complex and confidential nature
- Coordination and preparation of meetings, video and conference calls
- Work with outside agency for all travel arrangements and complete expense reports
- Process all of the CEO's business and personal receipts, including filling out expense reports and assisting the accounting department in reconciling credit card purchases
- Communicate regularly with staff at all levels
- Handle personal administrative functions as necessary to enhance CEO's professional efficiency
- In coordination with the Chief of Staff, direct CEO's schedule/availability with staff and outside stakeholders
- Prepare for travel and meetings, including assembling materials, equipment, contact and schedule information to enhance performance; verify travel and meeting arrangements in advance, arranging alternative plans when necessary; draft follow-up documents and "thank-you" notes after events



#### Client Relations

- Handle calls for CEO; review the CEO's public voice mail, determine responses, and place executive's calls; locates people the CEO needs via any means necessary
- Manage CEO community/board engagements from beginning to end
- Anticipates demands on the CEO's time and resources and helps the CEO to fulfill his many and often conflicting obligations using a mix of creativity, savvy, hard work, relentless follow-through and personal charm
- Develops and maintains an understanding of the mission and business of the company, in order to stay abreast of the often-subtle dynamics that can impede or enhance the company's success
- Assist with reception and front office administration to include answering incoming phone calls, greeting clients and guests and distributing incoming and outgoing mail

#### Requirements

- A minimum of 5 years supporting senior level executives in an administrative capacity; bachelor's degree a plus
- Demonstrated skill in dealing with multiple changes; requires extreme flexibility
- Ability to keep business, community and personal affairs confidential
- Ability to thrive in a highly empowered, professional setting
- Strong organization skills, planning skills, initiative, and independent follow-through.
- Demonstrated ability with M/S Office Applications—especially Outlook, PowerPoint and Excel, with heavy emphasis on calendaring and collaborative scheduling
- Astute analytical and problem-solving skills, broad and accurate administrative capabilities and naturally diplomatic communicative abilities.
- Must be effective at developing and maintaining productive & professional relationships among the employee group and outside stakeholders.
- High level of energy, commitment, and professionalism
- Demonstrated verbal and written communication skills, including poise and tact
- Ability to work in an intense, highly dynamic work environment

The Redwoods Group is proud to be an equal opportunity employer.

If you would like to apply, please send your resume and cover letter to

[careers@redwoodsgroup.com](mailto:careers@redwoodsgroup.com)