

Staff Executive Business Partner

Description

We are actively seeking a Staff Executive Business Partner to join our Core Technical Foundations team. This role will provide support to several executives on the team. Our ideal candidate will thrive in our fast-paced, and growing organization, with their deep skills and abilities. You could be a great fit if you are looking to help cultivate connectivity across the department, drive efficiency and bring productivity to the next level. This is a remote flexible role. **WHAT YOU'LL BE DOING:** Manage executivesâ?? workflow and implement processes and systems to help optimize for efficiency Provide strategic, complex calendar management (including high volume meetings and events) based on a strong understanding of key priorities and objectives Book complex and constantly evolving travel itineraries with a customer-service mentality Assist with agenda development for leadership meetings and with follow-up tracking Attend meetings and take detailed notes and action items Plan and coordinate quarterly retreats and team-building offsites Track, highlight, and celebrate important team cultural/career moments such as work anniversaries Act as a team point person; handle team requests, problem-solve, and assist with keeping the team on-track and organized Regular use of discretion and sound judgment **WHAT YOU MUST HAVE:** BA/BS or equivalent experience 5+ years relevant senior leader support experience Excellent time and project management skills Clear systems and composure to deal with multiple tasks at once Experience in complex calendar management in a matrixed organization Experience navigating and seamlessly completing travel requests Solid understanding of Google Suite Highly professional and respectful; you know when to ask for help or advice, and are perceptive and practical Proactive and ownership mindset – you can take a task and complete tasks at a high level with minimal direction Creative problem solving abilities, constantly thinking outside the box Experience building strong working relationships with key team members People focused while living the Cruise Behaviors Ability to take and action feedback Availability to perform job duties outside of normal business hours when necessary Organizational skills to assist with all the behind-the-scenes magic while providing creative solutions, driving our high-level customer service, and positively impacting our work **BONUS POINTS!** Strong intellectual curiosity; youâ??re a creative problem solver, interested in the bigger picture Acute attention to detail Ability to work well with all levels of an organization including ICâ??s & Executives The salary range for this position is \$119,000 – \$175,000. Compensation will vary depending on location, job-related knowledge, skills, and experience. You may also be offered a bonus, long-term incentives, and benefits. These ranges are subject to change. Please mention the word ****AWESTRUCK**** and tag RMTI0Lj1My4yMDEuMTU4 when applying to show you read the job post completely (#RMTI0Lj1My4yMDEuMTU4). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)

Hiring organization

Cruise

Job Location

Remote

Base Salary

\$ 100000 - \$ 155000

Date posted

May 3, 2024

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