

Chief of Staff the CEO

Description

Luxury Presence is the fastest-growing digital platform for agents, teams, and brokerages. Our award-winning real estate websites, modern marketing solutions, and AI-powered mobile platform help agents attract more business, work more efficiently, and serve our clients. Since launching in 2016, Luxury Presence has been trusted by more than 11,000 real estate professionals, including over 20 Wall Street Journal Top 100 agents. Luxury Presence is seeking an exceptional Chief of Staff to support our CEO in driving the strategic direction and operational excellence of our rapidly growing prop tech firm. As Chief of Staff, you will be the force multiplier for the CEO, managing priorities, streamlining operations, and owning key strategic projects across the organization. You will serve as a trusted partner and advisor, ensuring alignment between the CEO's vision and the execution of strategic objectives. This is a unique opportunity to have a profound impact on a fast-growing Series-B stage company at the forefront of the residential real estate industry.

Responsibilities

- Strategic Leadership & Execution: Collaborate closely with the CEO to shape and drive strategic priorities, ensuring effective communication and execution across teams.
- Own key strategic projects end-to-end, including competitive research, strategy development, and project management.
- Prepare briefing materials, presentations, and communications on behalf of the CEO.
- Represent the CEO in key meetings and decision-making forums when required.
- Cross-Functional Coordination: Serve as the connective tissue between the CEO and leadership team, facilitating information flow and decision-making.
- Coordinate the annual strategic planning process and quarterly/annual operating plan reviews.
- Drive cross-functional projects and initiatives, ensuring alignment and accountability across the organization.
- Identify operational gaps and inefficiencies, proposing solutions to enhance productivity.

Executive Advisory

- Provide counsel and strategic advice to the CEO on a wide range of matters.
- Conduct research and analysis to inform key decisions and recommendations.
- Anticipate issues and areas of concern, proactively developing mitigation strategies.
- Build trusted relationships with internal and external stakeholders to advance the CEO's objectives.

Qualifications

- 6+ years of relevant experience with a strong background in operations.
- Exceptional communication, interpersonal, and influencing skills with the ability to build trust quickly.
- Outstanding organizational abilities and attention to detail; skilled at multitasking and prioritizing.
- Intellectual curiosity, critical thinking, analytical skills, and sound judgment to navigate ambiguity.
- Discretion in handling sensitive and confidential information.
- Bachelor's degree required; MBA or advanced degree preferred.

This is a unique opportunity to join a dynamic, innovative company and work alongside a visionary leader shaping the future of the real estate industry. We offer a competitive compensation package and an entrepreneurial, fast-paced environment for top performers. To be considered for this pivotal role, please submit your resume and a cover letter detailing your relevant experience and interest. Please mention the word ****MARVEL**** and tag `RMzQuODYuMTYzLjE1Mg==` when applying to show you read the job post completely (`#RMzQuODYuMTYzLjE1Mg==`). 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

Hiring organization

Luxury Presence

Job Location

Remote

Base Salary

\$ 50000 - \$ 100000

Date posted

May 21, 2024

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