

Chief Of Staff 4 Job Template

Your job as [Chief Of Staff](#) is to ensure the success of the company.

Some of the responsibilities of the [Chief Of Staff](#) would be helping the CEO hire key executives, analyze data, attend important meetings sometimes on behalf of the CEO, update important dashboards and help with strategy.

Ideal Candidate: you have an MBA or degree in a highly technical field such as computer science, economics, statistics, engineering, math, etc.

Responsibilities

- Interview important candidates and contractors and be a thought partner to the CEO on deciding on each candidate
 - Ensure that the CEO is well prepared for every meeting. Often you will be part of those meetings, taking detailed notes and prepared to help the CEO digest the important takeaways from the meetings. Other times you will attend the meeting on behalf of the CEO
 - Assist the CEO with communication to investors and to be prepared for board meetings
 - Assist the CEO with global communication throughout the organization
 - Work with the CEO on strategies to raise additional capital and even attend fundraising meetings
 - Help the CEO with communication across the organization
 - Be a reliable stopgap across the company and familiar with internal operations across departments
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Requirements

- You should be highly analytical
- Quick learner
- Strong personality with a willingness to challenge the CEO
- Willing to think deeply about complicated problems; an adherent to first principles
- Self-motivated and highly ambitious
- Strong spreadsheet competency
- Highly organized
- Strong written and verbal communicator
- Technical degree such as economics, statistics, math, computer science, engineering or MBA