

Who You Are:

As the Executive Team Coordinator, you are a part of the internal operations work force. You are connected to all service lines and are ready and willing to assist at a moment's notice. Your attention to detail allows you to assist the CEO with calendar management, daily planning, personal organization and time management. You ensure that the work environment is harmonious by maintaining strong vendor relations, monitoring appropriate supply levels and verifying that everything is in working order. You are the "keeper of the culture" and have a knack for planning awesome office and team-building events. You have a pulse of the office mood at all times. You know everyone's birthday, work anniversary or milestone, and take pride in finding creative ways to celebrate. You are a Time Ninja, the Chaos Coordinator, and the Glue that holds the Resolute team together. This role requires you to be in-office. You work directly with the Director of Operations and CEO.

What You Have:

- The ability to think "on the fly" and solve problems – solutions-oriented mindset with the confidence to throw fresh ideas into the mix
- The people skills required to work with a diverse team, clients & vendors
- You facilitate flawless meetings and have impeccable note taking skills
- Top notch communication – you can "word smith" and accurately edit a variety of documents, internal postings, client reach, contracts, etc.
- Exceptional attention to detail in all things – nothing gets by you
- Fine-tuned organizational skills – Color coding tabs, and "The Container Store" make you smile
- A strong pulse on the community and regional happenings – You know all the great places to eat, stay, and play, and might even have them on speed dial
- The ability to work a flexible schedule at times, in order to get the job done
- Patience and grace to jump from one job to the next – you roll with the punches
- Sensitivity and respect for confidential matters – Integrity is everything
- The capacity to sit or stand for a bit & lift up to 25 lbs – It's a roll-up-your-sleeves and get the job done kind of role

You Also Have:

- High proficiency with the entire Microsoft Office Suite, including Teams
- Extensive experience in calendar coordination working with a variety calendaring programs/software
- Experience with HubSpot or other CRM software/programs
- Current Notary Commission for the state of Arizona or the ability to acquire
- Valid driver's license (required for office errands)

Who We Are:

Resolute is an independent business advisory firm focused on identifying problems and implementing innovative solutions for companies facing challenging times. Our team is multifaceted in experience, skillset, and background which in turn has created an open, collaborative, and learning environment. Despite our differences we all share a passion for solving problems. We foster an atmosphere where our employees can build their career by empowering our team to learn the skills they need to succeed. We have fun and

celebrate our successes in a variety of ways such as team building events, charitable acts, and work/life celebrations.

We Have:

- The desire for all employees to have work-life harmony – We offer a flexible work environment
- Generous PTO Accrual & Paid Holidays – Because you deserve a break and have a life
- Passion for the community – We offer paid volunteer time and monetary matches to your charity of choice
- Snacks and drinks to fuel your day
- Health benefits with multiple options to fit your needs including life insurance
- 401k contribution to boost your future retirement

Hours & Compensation:

Full-Time

Hourly or Salary BOE

Bonus opportunity

Submit your resume to info@resolutecommercial.com