

# Chief of Staff Job Description

---

## **Duties and Responsibilities:**

- Ensuring that the Chief Executive Officer's time is maximally utilized
- Representing the Chief Executive Officer at internal and external meetings/engagements that require the presence of the Chief Executive Officer
- Helping the boss to free up schedules
- Ensuring that members of staff comply with corporate and legal standards/regulations
- Keeping track of the organization's projects on behalf of the Chief Executive Officer
- Reporting progress on various affairs of the organization, e.g., the perception of employees, status of various projects, etc. to the Chief Executive Officer
- Ensuring that other members of staff are well motivated and inspired.

## **Chief of Staff Requirements – Skills, Knowledge, and Abilities**

- A Bachelor's degree in Business Management or related field
- Experience as a manager
- Proven excellent oral and written communication skills
- Proven experience and skills in leadership
- Ability to listen empathetically
- Time management skills
- Proven excellent interpersonal skills
- Ability to multitask effectively
- Knowledge of the field in which he/she is serving as a Chief of Staff
- Proven ability to keep top-level confidence
- Ability to pay attention to details and to work based on available data and not guesswork
- Ability to use Microsoft Office packages effectively
- Experience as a project manager
- Ability to be flexible both in relation to job-specification and schedules

- Ability to solve problems with plum
- Ability to show good business acumen.