

## Chief of Staff

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Company: Calo

Location: Seef

Category: other-general

About Calo Launched in Bahrain in November of 2019, Calo is on a mission to make healthy easy. We're a team of dedicated people driving this mission by providing better, faster, and cheaper ways to access food through technology. Role Overview We're looking for a highly qualified Chief of Staff to work closely with our executive team. From day one, this person will have an immediate impact on our productivity by streamlining strategic initiatives, overseeing project management, and working closely with the CEO. The ideal candidate will have proven success in a business management role, with a special focus on executive-level advising and interdepartmental collaboration. Objective of this Role Oversee strategic business initiatives, from development through successful execution, under the guidance of senior leadership and department heads Assist and communicate with executives in decision-making, project management, and initiative implementation Review, design, and execute improvements to organizational structure; find knowledge and skills gaps and help address them Improve current processes and optimize organizational procedures for efficiency and productivity Main Responsibilities Serve as liaison with staff, executives, senior leaders, and CEO regarding company climate, employee well-being, project updates, proposals, and planning Assist the human resources department with new hires, including documentation and onboarding, and collaborate to address and resolve all employee concerns Oversee daily operations in collaboration with senior managers and department leaders, and perform administrative tasks such as managing calendars, generating correspondence, maintaining hard copies and electronic files, planning and coordinating annual corporate meetings, and scheduling facilities Develop and build on relationships with all

employees for increased efficiency and responsiveness of existing operations, and help define new operational strategies by working with CEO and other executives on special projects Serve as a subject-matter expert, handling inquiries, developing action plans, and assisting with preparation and dissemination of communications Ideal Candidate Seven or more years of experience in a business management, management consulting, or executive role Experience in organizing and directing multiple teams and departments Experience in planning and leading strategic initiatives and projects Excellent written and verbal communication skills Excellent at managing up as well as managing down, leading with context over control Powered by JazzHR

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