

Passionate about People, Process and Efficiency?

Chief of Staff

Package: c£70k plus share options, benefits and relocation package
Location: Norwich

As they continue to develop game-changing systems in the green energy space for global markets, our client is looking for an ambitious Chief of Staff to be the CEO's right-hand person to execute significant strategic and operational tasks, as well as people and cultural initiatives to enable the business to achieve its ambitious business goals.

Working with colleagues you must be able to demonstrate your ability to:

- Advise the CEO on a full range of topics including people and culture
- Be available at any moment to give support/advice; keen to travel internationally as required
- Handle day to day tasks for the CEO, including managing international travel
- Lead and deliver specific change projects
- Implement the People Strategy, including cross-team communications

This role requires a track record of leading dynamic teams in a matrix structure, delivering projects to time and budget, working multi-sites for an international business and implementing effective people strategies. Experience of working in a start-up business is desirable. A degree in business administration, finance or similar is required. A CIPD qualification or similar is desirable. You will be extremely organised and flexible whilst able to work well with colleagues to influence positive change if it's "best for the business", sometimes in a challenging environment.

If you are positive, resilient with great attention to detail and have excellent analytical problem-solving skills, then please apply.

Please send your CV to: rachelb@us2uconsulting.com or telephone **01603 716852**

