

About Us



TMI Consulting, Inc. has been cultivating inclusion within companies and communities around the world for over a decade. Our latest evolution includes a wider brand scope under the new banner, TMI Portfolio. TMI Portfolio is a collection of socially responsible and interconnected companies working to advance more culturally inclusive and equitable workforces.

TMI Portfolio's companies represent a unified effort to provide diversity, equity, and inclusion services to a variety of sectors. Our services now include hands-on, human interventions, consulting, and interactive digital solutions. We know no two organizations are the same, which is why we have expanded our business to support a variety of circumstances and needs. Our expanded suite of businesses gives us the agility to tailor our interventions to accommodate the needs and scale of any organization.



TMI Consulting, Inc. specializes in creating inclusive communities. We believe that diversity, human equity, and cultural competence help optimize organizational development. Our team of consultants, trainers, coaches and facilitators have years of adult learning experience—combining the latest learning principles with our instructional design and delivery.



Loom Technologies was created to provide technology-based solutions designed to support, improve, and grow socially responsible and inclusive organizations.

We recognized the increased need to support our clients with digitally based solutions. Our flagship product, Loom the Culture Map™ is specifically designed to support organizations from within and help them build the culture they aspire to create.



Classification

Non-exempt, Full-time

Reports to

Founder and Chief Executive Officer

Date

Nov 1, 2020

JOB DESCRIPTION

Summary/Objective

The executive assistant provides high-level administrative support to company executives by handling information requests and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings for executives.

Essential Functions

- Provide high-level administrative support and assistance to the Founder/CEO and/or other assigned leadership staff.
- Performs clerical and administrative tasks including drafting letters, reports, memos, and other documents using word relevant computer software.
- Receives incoming communications, read and analyze incoming communications, submissions and reports (both electronic and/or written) on behalf of staff, reviews contents to determine importance and significance, summarize and distributes content to appropriate staff.
- Arrange travel and accommodations as requested.
- Prepare CEO and Founder for upcoming engagements ensuring and confirming schedule and required materials.
- Performs office tasks including maintaining records (both electronic and written), ordering supplies, and works with finance to ensure timely submission of invoices and personal business expenses.
- Review and prepare monthly invoicing.
- Distribute incoming correspondence.

Required Skills/Abilities

1. Exceptional attention to detail.
2. Exceptional communication skills both written and verbal.
3. Excellent time management skills with a proven ability to meet deadlines.
4. Ability to function well in a high-paced and at times stressful environment.
5. Extensive knowledge of office administration, clerical procedures, and recordkeeping systems.
6. Extremely proficient with Google Office Suite or similar software with the ability to learn new or updated software.
7. Excellent time management and collaboration skills.
8. Personal Effectiveness/Credibility.
9. Ability to demonstrate flexibility while working under pressure.
10. Ability to respond to multiple deadlines.
11. Demonstrate composure in a fast-paced environment.

Supervisory Responsibility

This position has no supervisory responsibilities.



Work Environment

This job operates currently in a virtual environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

Prolonged periods of sitting at a desk and working on a computer. Opening file cabinets, bending and standing as necessary

Must be able to lift up to 15 pounds at times.

Position Type and Expected Hours of Work

Full-time position.

Monday through Friday, 8:30 a.m. to 5 p.m.

Travel

No travel associated with this position

Education and Experience

Bachelor's degree in Business Administration or related field preferred. At least four years of related experience required

Additional Eligibility Qualifications

None required for this position.

AAP/EEO Statement

TMI Consulting, Inc. is an Equal Employment Opportunity

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

