



Example of Strategy Executive Job Description

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Our growing company is searching for experienced candidates for the position of strategy executive. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for strategy executive

- Manage and update contact information for the Strategy team, senior executives and other key clients
- Provide additional administrative support to one additional Director, as needed
- Assist CDO in calendar management including fielding meeting request, booking locations, coordinating availabilities, and booking large and small internal and external meetings
- Set up conference calls, WebEx, conference rooms, and guest security access for meetings including the CDO
- Perform administrative support to the CDO in filing, faxing, printing, scanning and occasionally shipping materials
- Meet and greet incoming guests for the CDO ensuring they feel welcomed, comfortable and aware of any schedule delays
- Book travel including flights, lodging, rental cars, car service/taxi, and trains
- Coordinate digital development projects as subject matter expert and assess developments, competitive positioning and trends
- Schedule meetings and offsite conferences
- Demonstrate ability to drive discussions, shape solutions, and elevate the brand awareness of GT S&PI through clear and consistent subject matter expertise within the projects in which you operate

Qualifications for strategy executive

- Strong business knowledge Asset Management, Wholesale Banking business including product, process and system knowledge
- Must be able to manage end to end project scope (requirements definition, workshop management & facilitation)
- Must have had responsibility for people and process elements, ideally a business project manager, who understands human change elements implicit in project delivery
- Will also have managed the complexities of big project/program - managing direct and indirect reports, third parties & key stakeholders
- Naturally, must be a good communicator and be experienced in handling difficult customer situations
- Two years related experience strongly preferred