FAMILY OF COMPANIES

C4K · ETL · OST · AGZ · GFI · IAB · URX · RVG

OPPORTUNITY · FRONTLINE FRIENDLIES · SUPPORT TEAM

Sure Secretary

Executive-level support to the Elite Executive team · coordinates schedules, communications, documentation, and organizational priorities.

You have stepped into one of the most pivotal positions within our Parlayed Parties — and right now, that means exploring whether your gift for executive-level coordination belongs as Sure Secretary. We are honored you are here. Welcome aboard. This role partners directly with leadership · you are the calm, organized, discreet presence that turns leaders' priorities into reality. Your discretion and follow-through are the multipliers behind every strategic initiative that succeeds.

GREAT in Action

Every position within our family of companies is anchored in GREAT — the framework that keeps everyone aligned, purposeful, and accountable.

G	**Goals**	Provide elite-level executive support that allows leadership to focus on strategy and mission.
R	**Role**	Manage executive schedules, coordinate critical communications, prepare leadership materials, and serve as the trusted liaison between executives and the broader organization.
E	**Expectations**	Discretion. Anticipation. Precision. The ability to manage complexity calmly.
A	**Accountability**	Own executive coordination from calendar to communication. Protect confidentiality without exception. Follow through on every detail.
T	**Timelines**	Daily executive priorities. Weekly leadership rhythms. Quarterly board and strategic milestones.

What You Will Actually Do

The Sure Secretary brings purposeful action to the rhythms of the role. Here is what those rhythms look like:

Daily Duties

- Manage executive schedules and respond to urgent communications.

- Serve as liaison between staff, leadership, and clients.
- Handle administrative tasks such as filing, document preparation, and correspondence.

Weekly Goals

- Ensure meetings, events, and appointments run smoothly and on schedule.
- Maintain accurate records of meetings, communications, and administrative activities.
- Identify opportunities to improve workflow, collaboration, and efficiency.

Collaboration & Coordination

- Work closely with other administrative and support staff to ensure smooth processes.
- Assist in onboarding, training, or guidance for staff where needed.
- Share insights to improve administrative procedures and operational efficiency.

Tracking & Reporting

- Keep logs of appointments, inquiries, and administrative actions.
- Provide weekly summaries to leadership highlighting key communications and operational needs.
- Document challenges and recommend solutions to enhance administrative support.
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What We Are Looking For

- Significant experience supporting senior leadership.
- Exceptional organizational skills and attention to detail.
- Discretion · you protect sensitive information without prompting.
- Polished written and verbal communication.
- Comfort with executive technology · calendars, video conferencing, shared documents.
- Anticipation · you see what is needed before being asked.

WIIFM · What is in it for You

Be the trusted right hand.

Executive-level support is one of the most respected, in-demand, and rewarding administrative roles in professional life. You gain leadership exposure, develop strategic context, and earn the trust of decision-makers · all of which compound into career-long opportunity.

Engagement at a Glance

Type	Employee · typically full-time
Reports to	Operational Officer or designated executive
Time Commitment	Full-time, with flexibility for executive needs
Location	Hybrid · in-person presence during executive rhythms
Compensation	Salaried · senior administrative range
Growth Pathway	Sure Secretary → Chief of Staff → Operational Officer leadership

Next Steps · The Pillared Pattern System

Every position in our family of organizations follows the same clear, consistent pathway. Here is what comes next if you decide to take the next step:

Pipeline Pirouette	Paperless paperwork to capture your basic information. Already complete if you submit through the form on this page.
Ontime Onboarding	An orientation to our rules, norms, and regulations. Delivered online at a time that works for you.
Initial Induction	The exact tools, systems, and starting tasks you need to thrive in this specific position.

We are honored you are here. Let us build something remarkable together.

Take the Next Step

READY TO EXPLORE THIS OPPORTUNITY?

Tell us about yourself using the form below. We will respond personally within 3 business days.