



CHIEF ADMINISTRATIVE OFFICER

Client Information

Our client is a leading provider of financial services and workers' compensation to small and medium sized businesses. Noted for underwriting discipline, utilizing "state of the art" technology, the company has enjoyed exceptional growth since its inception nearly ten years ago. Focused on providing superior customer service the company's client retention is second to none. Employing 500+ people with operations in Nebraska and Rhode Island, our client is seeking a Chief Administrative Officer to complement its existing Management team.

Compensation

This position will provide an attractive base compensation package complemented by an outstanding Management Incentive arrangement. Relocation assistance is available if necessary.

Responsibilities

- This newly created position will report to the Chief Executive Officer and will be responsible for the leadership and direction of the company's Legal, Human Resources and Communication functions.
- The company is seeking an executive who has a successful track record of accomplishment in embracing change while guiding management teams who share a common vision, passion for success and thrive in a culture of continuous learning.
- The client is seeking a broad gauged business executive who has the demonstrated ability to successfully interface at all levels of management as a true business partner and who also possesses a thorough grounding in human resource disciplines through experience and training.
- Provide ongoing direction to grow the existing high performing, customer focused culture which embraces a "customer first" attitude into the fabric of the mission and goals of the business.
- Create an environment where openness, teamwork, creativity, innovation and speed are the shared values by which the company consistently operates.
- In support of the Chief Executive Officer, implement appropriate programs to ensure the long term growth of the business.
- Lead the development and maintenance of a leading edge organization. Assure the development and implementation of plans and programs that provide for key executive selection and development as well as programs that assure development and retention of key employees.
- Provide direction that links all functional disciplines and operating entities into a cohesive, synergistic operation where organization strengths and talents are aligned and focused toward creating world class, technology/marketing driven businesses.

- Develop, direct and recommend compensation and benefits programs that provide a competitive level of pay and benefits and are consistent with organizational philosophy and business needs and maintain the client's role as a premier employer.
- Work with the senior executive and human resource teams to identify and plan for programs that meet short-term and long-term business needs.
- Develop and ensure communication programs and tools that increase employee awareness, understanding and appreciation of compensation and benefits plans. Communicate these programs to all stakeholders. Advise and guide the HRIS function to ensure that information technology tools are maximized for organizational efficiencies and reporting requirements.
- Continually keep abreast with the marketplace by researching, developing and introducing alternative competitive cost effective compensation and benefit program to support the needs of the business.
- Capable of working independently but with maturity and seasoning to communicate appropriately so as to avoid surprises.

Critical Competencies

- Integrity & Values – can be trusted to act in a manner that is truthful and values direct, honest communication at all levels of the organization. Promotes highly ethical behavior across the organization and with external constituencies
- Interpersonal Confidence – strong interpersonal skills; can effectively communicate and relate to all levels within and outside the organization; creates and builds positive and productive relationships
- Managing Peers – understands the needs of and relates comfortably with direct and indirect peers; encourages collaboration, representing everyone's interests
- Managing Processes – ability to manage appropriate steps to get projects completed; has strong abilities to organize people and processes; can create a plan for resourceful workflow
- Organizational Savvy – understands how organizations operate; able to manage him or herself effectively in political environments; predicts the potential problems one might encounter in an organization; quick learner in understanding company cultures; is knowledgeable about business practices and how they may impact the organization
- Patience & Tolerance – has patience dealing with internal and external contacts; has well-developed listening skills; has the strength and fortitude to remain patient through the developmental processes
- Understanding & Appreciating Others – can relate to and understand cultural diversity; discovers what motivates others; can develop and foster a mutually supportive environment within all levels of the organization
- Worthiness – personal charisma; a builder of relationships at all levels that helps grow and sustain winning organizations

Education

- BS/BA. Advanced degree(s) (MBA) preferred.