

DIRECTOR, ADMINISTRATION

THE COMPANY

Our client is a Division of a New York Stock Exchange listed, Fortune 500, diversified international publisher. A recognized world leader in direct marketing, our client has operating companies in 18 countries around the world, with revenues in excess of \$2 billion annually. With a worldwide audience, our client is actively engaged in expansion and development of new products to be marketed globally.

LOCATION & COMPENSATION

This position will be located in Westchester County, NY and will report to the Divisional President. It will provide a competitive six-figure base salary complemented by targeted bonus.

POSITION DIMENSIONS/RESPONSIBILITIES

This position will work directly with the Divisional President for Quality School Programs (Q.S.P.) in a variety of functions. The Director's primary objective will be to ensure that the President and management team are as effective as possible. This will be achieved through assisting the President with anticipating, identifying and resolving issues, ensuring appropriate delegation, following up, and assisting with prioritization. The overall goal is to ensure that the executive will focus time on the most important priorities for the organization.

The Director must be able to represent the executive's position in order to resolve problems and work closely and effectively with the executive's other direct reports. Must be able to anticipate and plan to prevent conflicts connected with all the major events on the executive's calendar, including but not limited to Board Meetings, Committee Meetings, compensation cycles and deadlines, performance reviews, etc.

The Executive's direct reports will see this role as someone who can "run interference" for them, get answers quickly and generally help them perform their own jobs more effectively.

The Director will coordinate efforts of all the team members who own each of the various processes, product lines and projects, and ensure that they are aligned with each other and linked with the overall strategy. Perform the necessary follow-up to ensure that delegated or assigned work is completed correctly and on time.

Anticipate all materials necessary for critical events and deliverables and ensure their timely submission and review.

Responsible for ensuring that the communication to and among the executive's direct reports is effective and efficient. Prevent duplication of efforts by keeping everyone informed of project status, etc. Act as executive's personal communicator by being able to effectively express the executive's view and write in the executive's "voice" when necessary.

Complement appropriate processes for resource management, budgeting and financial control systems. Assist business managers to develop new revenue-producing opportunities.

High level of initiative, resourcefulness, and ability to work autonomously. Excellent analytical and written/oral communications skills. Provide proactive and creative analyses and perspective that help anticipate and solve problems, facilitate management decisions, and develop sound business strategy, across all business functions.

Actively participate in business decision-making and business leadership. Assure critical results information is available to the Senior Management Team and provide perspective on future initiatives. Ensure accuracy, timeliness and appropriateness of business actions.

Assist in the ongoing development and implementation of the organization culture.

IDEAL CANDIDATE PROFILE

Bachelor's Degree required, MBA preferred. Solid financial background highly desired. Minimum 5 years business experience.

Strong overall business acumen. Capable of providing direction and guidance to all operating business units. Superior negotiating skills; non-threatening style. A "charismatic leader" with ability to instill pride, passion and a winning attitude. Must be viewed as a "knowledge source". Broad thinker.

Prior experience in a progressive sales environment. A diplomat, persuasive style, "soft hands" with exceptional behavioral skills. Apolitical. Self-directed with ability to champion a "get it done" philosophy. Ability to operate with minimal direction, as well as "anticipate" issues that will require the early on involvement of the President.

Confident. Sense of humor. Prior experience working within a structured but highly entrepreneurial organizational culture desired.