



Flexiti Financial

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate in to existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. With high approval rates, innovative products and services, flexible promotional offers and a partnership-first approach, Flexiti is helping people improve their lives through better financing. For more information, visit www.flexiti.com.

Chief of Staff

Flexiti Financial is looking for a Chief of Staff to join its Leadership team. Our firm is growing and we're in need of a motivated and adaptable individual to support our CEO and senior management team. As a strategist, consultant and implementer, the successful candidate will ensure streamlined activities within the organization based on the priorities of the CEO. The Chief of Staff will plan, organize and prioritize critical issues to facilitate efficient decision making. Additionally, you have the possibility to identify areas of improvement within the organization and pro-actively initiate and/or drive these enhancement projects. The right candidate for the job will contribute to the long-term success of the company.

Responsibilities

- You will work with the CEO on key client projects which you will orchestrate when needed
- You will review, design, implement and lead scalable processes
- Reporting on a weekly, monthly, and quarterly basis
- Within program management, organises and gathers information from various departments and meetings and reports that information, along with recommendations, to executive members
- Keeps up with industry trends by reading literature and communicating with peers

Strategic Initiatives

- Drive business-casing and strategy development for strategic initiatives (new product expansion, international expansion) etc.
- Run RFP's as necessary for new products, services, strategic partners
- Make initial contact with strategic partners to explore business opportunities

Governance

- Ensuring the monthly financial review and forecasting process takes place
- Developing and maintaining a formal monthly business review process that covers all departments
- Ensure Town Halls are scheduled and ensure content is developed

Analysis and Recommendations



- Where cross-functional analysis is necessary, ensure it is conducted in order to present a comprehensive recommendation to the CEO

Support and Representation

- Support and acts as a representative of the CEO as necessary

Strategic Planning

- Driving the annual strategic planning process and development of a strategic plan
- Planning of offsites/planning sessions to maintain alignment to the strategic plan

Qualifications

- University Degree in Business Administration or related field
- 7+ years' executive level experience
- Impeccable managerial and interpersonal skills
- Proven track record of effectively interacting with senior management
- Ability to work strategically and collaboratively across departments
- Effective, versatile and action-oriented
- Consulting background an asset
- Excellent communication skills - Background in consulting, comfortable both with strategic and numeric work
- Mature, passionate go-getter individual who is highly organized

The Perks

Below are just a few reasons why people love working here:

- Great and passionate people in a very supportive environment
- Fun offsite outings
- Comprehensive health and dental benefits
- Competitive salary; commensurate with experience