

Do you have what it takes to be the “Chief of Staff”?

This unique opportunity with Trillium Teamologies is a dynamic role combining your skills, attitude and personality by being the right hand of an executive as the Chief of Staff, Project Coordinator and Communication Specialist, with extreme attention to detail, forethought and assertiveness.

If you are confident in your ability with this skill set below, we look forward to hearing from you.

- Technical experience facilitating end to end project planning using scrum and agile techniques
- Command of entire MS Office Suite, with emphasis on Excel and SharePoint
- Outstanding communication skills and ability to articulate both in writing and presentation form the needs of the executive team and their staff
 - Creatively prepare and write weekly reports, quarterly newsletters and announcements
- High level organization skills and ability to multi task
- Ability to situationally assess / read management and staff, and be proactive in documentation preparedness
- Facilitate and lead events and meetings with precision
 - Plan events with meticulous end to end detail for both internal and external teams, products, projects, announcements
 - Lead and coordinate meetings, set agendas, minutes, action items
- Outstanding personality and ability to mesh with a variety of personalities
- Project confidence
- Experience working within technical teams
- Bachelor's Degree

Trillium Teamologies, Inc. (TTI) – a certified Women's Business Enterprise (WBE) – delivers exceptional solutions addressing the diverse business demands of global industry leaders, and drives these opportunities from its headquarters built in 1996 in downtown Royal Oak, Michigan.

TTI works closely with our clients and technology partners to form long-term mutually beneficial relationships. This creates exclusive opportunities for unique individuals who are inspired, self-motivated, driven leaders, truly passionate about their work and working with cutting edge technologies.

If you have the credentials and experience, contact us with summation as to why you should be the next TTI teammate: careers@trilliumteam.com or 866.TEAM.TTI or 248.584.2080