

# Executive Assistant



Phone :  
Web :

## Job Summary

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Vacancy :  
Deadline : Nov 09, 2024  
Published : Oct 09, 2024  
Employment Status : On-site  
Experience : Any  
Salary :  
Gender : Any  
Career Level : Any  
Qualification :

## Job Description

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### About Q4

At Q4, we make an impact together, obsess over our customer, operate with integrity, and bring big ideas to life.

Q4 is charting a bold new path for investor relations as the first AI-driven IR Ops Platform, providing everything an IR team needs to succeed on a single, powerful platform. The Q4 Platform enables public companies to attract, manage, and understand investors - all in one place. Over 2,600 customers, including many of the most respected brands in the world, trust Q4 to help drive premium valuations for their companies. Only Q4 offers a tech stack holistically designed to equip IR teams with data, insights, and smart workflows that power remarkable outcomes. Learn more at [q4inc.com](https://q4inc.com).

We hire smart, curious, and talented people to push boundaries, reimagine what's possible, and turn challenges into opportunities. All while keeping the needs of our clients at the heart of everything we do.

### Come grow with us!

Join our team as an Executive Assistant to the CEO and other senior leaders and become the driving force behind our senior leadership. Your organizational skills and attention to detail will be instrumental in keeping their busy schedules on track. Your responsibilities will include managing calendars, coordinating travel, and ensuring the smooth operation of their daily activities.

This role is office based the majority of the time with some flexibility to work from home during the week (4 days in the office).

### Key Responsibilities

- Strategic Support: Proactively anticipate the needs of senior executives, providing exceptional support to enhance their efficiency and effectiveness.
- Calendar Management: Meticulously manage complex calendars, scheduling meetings, appointments, and travel arrangements to optimize time utilization.
- Travel Coordination: Seamlessly organize domestic and international travel, including flight bookings, hotel accommodations, and itinerary planning.
- Administrative Excellence: Prepare and organize a variety of documents, reports, and presentations, ensuring accuracy and timely delivery.
- Event Coordination: Contribute to the successful execution of corporate events, from planning to on-site support.
- Confidential Stewardship: Maintain the highest level of confidentiality, handling sensitive information with discretion and integrity.
- Project Coordination: Assist with ad-hoc projects as needed, demonstrating versatility and adaptability.

### Education/Qualifications

- Minimum 3 years of demonstrated experience as an Executive Assistant including experience maintaining confidentiality and a proven track record in taking initiative
- The successful candidate will be outgoing, dynamic, professional, adaptable and proactive
- Superior customer service skills and must hold a proven track record providing excellent assistance
- Possess the ability to work in a fast paced environment
- Excellent communication and interpersonal skills
- Working knowledge of MS Office and Google Docs, along with technical setup of conferences (web/phone/conference line)
- Strong organizational skills, ability to multi-task and strong attention to detail
- Post secondary education

### Working Conditions

- Non-business hours activities such as critical client events, escalations and holiday coverage (this position may require after hours, weekend and holiday support as needed).

### Why Q4?

We are motivated by solving complex problems in unorthodox ways. Emphasis on your well-being means you experience your true potential. We offer a variety of benefits to ensure you can always work hard and have fun:

- Health, wellness & lifestyle benefits to balance your heart, mind, and body;
- Pension matching incentives to support your financial health;
- Flexible paid time off so you can truly recharge and enjoy life;
- Choose your home, one of our trendy offices, or mix it up with our flexible working environment;
- Virtual team building and socials, keeping people connected is important to us; and
- A fantastic culture to top it all off!

Join #Q4orce

Q4's diverse and inclusive workplace fosters a friendly, open-minded environment. Diversity makes us stronger from the increased pace of innovation to strengthening our culture. With great reasons to work here, take advantage by submitting your application to join our growing team.

Q4 values diversity and people of all backgrounds and abilities. Should you require any accommodations prior to or during the interview process, please contact [hr@q4inc.com](mailto:hr@q4inc.com).

#LI-Remote #q4orce

[Apply for this job](#)

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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