

Executive Assistant



Phone :
Web :

Job Summary

Vacancy :
Deadline : Aug 04, 2024
Published : Jul 04, 2024
Employment Status : Remote
Experience : Any
Salary :
Gender : Any
Career Level : Any
Qualification :

Job Description

About Us:

We are a fast-growing SaaS B2B company in our Series A stage. Our mission is to empower control room operators to automate the energy industry. As we continue to scale, we are seeking an experienced and highly organized Executive Assistant to support our CEO and help streamline our operations.

Position Overview:

The Executive Assistant to the CEO will be a key partner in the day-to-day management of the company, providing high-level administrative support and ensuring smooth operation across various functions. This role requires exceptional organizational skills, attention to detail, and the ability to handle sensitive information with discretion.

Key Responsibilities: Administrative Support

- Manage the CEO's calendar, schedule meetings, and coordinate travel arrangements.
- Prepare and organize meeting agendas and materials.
- Screen and prioritize emails, calls, and other communications.
- Handle confidential information with the utmost discretion.
- Assist other executives with their traveling arrangements if requested.

Key Responsibilities: Remote Office Management

- Oversee office supplies and equipment needs.
- Ensure the digital office environment (SharePoint, Calendar) is well-maintained and conducive to productivity.
- Assist in organizing company events and off-sites.

Key Responsibilities: Project Coordination

- Assist in the preparation and follow-up of strategic projects and initiatives.
- Prepare reports and presentations as needed.
- Manage special projects (CEO visa application, relocation, etc.)

Key Responsibilities: Relationship Management

- Serve as a liaison between the CEO and internal/external stakeholders.
- Facilitate communication and collaboration across the organization.
- Track and maintain relationships with key partners and clients.

Qualifications:

- Bachelor's degree in Business Administration, Communications, or a related field.
- 3+ years of experience as an Executive Assistant, preferably in a high-growth SaaS or tech environment.
- Exceptional organizational and multitasking skills.
- Strong written and verbal communication abilities.
- Proficiency in Microsoft Office Suite.
- Experience with project management tools is a plus.
- Ability to work independently and as part of a team.
- High level of integrity and professionalism.

What We Offer:

- Competitive salary and equity options.
- Comprehensive health, dental, and vision insurance.
- Remote work.
- Professional development opportunities.
- A dynamic and collaborative work environment.

How to Apply:

If you are passionate about supporting executive leadership and thrive in a fast-paced, dynamic environment, we would love to hear from you.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
