

Executive Assistant



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Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 24, 2024

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Employment Status : Remote

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About Flipp

Flipp partners with the largest North American retailers and brands to deliver local promotions and savings to millions of engaged shoppers daily, driving superior returns on investments.

We help people make smarter shopping decisions with autonomy and accountability. With rising living costs, Flipp's mission is crucial. Our Shopper Consideration Platform allows retailers and manufacturers to create digital experiences from their savings & deals content, aiding shoppers in deciding what to buy and where to buy it. Together, we make a difference.

At Flipp, you'll work with hungry, humble, highly intelligent and other-centered teammates. We challenge ourselves, learn by doing, and grow by developing new skills and perspectives. You'll be equipped to make an impact, realize your potential, and stay inspired every step of the way.

We are seeking a highly organized and proactive Executive Assistant to support two members of our Executive Leadership Team. You will be the main point of contact for these Executives, providing essential administrative assistance to help them remain focused and efficient. Additionally, you will handle various team-specific and office-related tasks in collaboration with the Executive Assistant Team. **This is a full-time 12-month contract role until September 2025.**

What you'll get the opportunity to do:

- **Calendar Management:** Coordinate complex calendars, schedule meetings, and proactively adjust to avoid conflicts.
- **Business Prioritization:** Understand Executives' priorities to effectively leverage their time.
- **Information Management:** Keep Executives and their teams informed of upcoming commitments and responsibilities.
- **Financial Assistance:** Organize receipts, complete expense reports, stay up to date on relevant budgets, and reconcile financial statements.
- **Travel Coordination:** Arrange travel logistics for Executives.
- **Meeting Coordination:** Support recurring team meetings by managing agendas, communicating with facilitators, creating presentations, and taking notes.
- **Event Planning:** Plan and execute team events, Hackathons, and off-sites, both virtual and in-person.
- **Team Collaboration:** Facilitate monthly in-office lunches and manage company-wide events with the Executive Assistant team.
- **Strategic Goals:** Identify and achieve cross-functional strategic goals with the Executive Assistant team.
- **Process Improvement:** Identify operational weaknesses and refine or develop new processes.
- **Administrative Support:** Handle inquiries and confidential tasks promptly and efficiently. Provide personal administrative support to executives as needed.
- **Coverage and Support:** Provide backup support for other Executive Assistants during absences.
- **Executive Initiatives:** Assist with Executive initiatives, such as monthly organization-wide town halls, Google Slide decks, proposals, and special project support.

What you'll bring to the team:

- 3+ years working in an Executive Assistant position at a fast-paced company
- Excellent time management and organizational skills
- Strong ability to work independently and execute in an agile manner
- Desire to effectively support others and accomplish team/organizational objectives
- Flexibility and adaptability to work with innovative technologies, such as Google Workspace, Zoom, Slack, and more
- Advanced experience using Google Workspace and Slack is a strong asset

Our promise to each other:

What we bring: An inclusive, collaborative environment where your voice matters
A remote first environment
The tools and opportunities you need to grow and develop
Every opportunity to own your success

What you bring: Your authentic self, everyday
Your best work, from anywhere
An appetite for learning, curiosity, and a growth mindset
Motivation, initiative and the mind of an entrepreneur

Here's how to apply:

If you're interested in working with us on the future of shopping, fill out the fields below and submit your application. While experience and skill sets are valuable, growth potential and attitudes are equally important. If you're prepared to grow dramatically with your team at a world-class learning organization, consider applying. We understand that the most creative solutions require diversity in thought and life experiences.

Flipp is an equal opportunity employer. We do not discriminate on the basis of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity. We are proud to be a welcoming space for employees, of every background, to bring their whole selves to work with confidence. Flipp is committed to providing appropriate accommodations to ensure our selection process is equitable, and such accommodations can be made available on request. If you require an accommodation, please contact your dedicated recruiter directly.

A member of our recruitment team will respond to you in the coming weeks.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
