

Executive Assistant to C-suite



Phone :

Web :

Job Summary

Vacancy :

Deadline : Nov 02, 2024

Published : Oct 02, 2024

Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

At Smart Nora, we are redefining the future of sleep technology. What started as a quest to solve a personal problem has evolved into a mission to transform sleep for 3.3 billion people worldwide. We are a team of designers, engineers, and innovators who are passionate about using technology to improve sleep health. Our vision goes beyond addressing individual sleep challenges—we are building a future where cutting-edge technology integrates seamlessly into people's lives to create healthier, more restorative sleep experiences. With tens of thousands of happy customers and counting, we are proud of the impact we've made so far, but our journey is far from over. We are expanding our reach into sleep and wellness, driven by advancements in our technology and a growing demand for personalized solutions that improve overall well-being.

As a dynamic and fast-paced team, we value curiosity, creativity, and collaboration. Our distributed team works effectively using tools like Notion, Figma, and Slack, ensuring everyone stays connected and informed. We believe in fostering an environment where innovation thrives, where every team member is empowered to take on new challenges and make meaningful contributions.

If you're excited about the intersection of technology and wellness, and are eager to be part of a team that is shaping the future of sleep, Smart Nora is the place for you. We value great judgment, a positive attitude, and a desire to grow—both personally and professionally. With us, you'll be part of something truly transformative.

About You

You are confident and professional, well-spoken, well-informed, and put people at ease as a host. Your ability to anticipate is unparalleled. You are a keen and active networker. You genuinely love technology and innovation. You are a good listener, a fast learner, and value teamwork. You are resourceful, innovative, and proactive, think independently, and don't need much supervision or direction. You are a natural decision-maker with an ability to think under pressure and display good judgment. Helping others be at their best is what drives you.

Job Responsibilities

- Keeping track of the executive's tasks and projects to ensure timely completion
- Troubleshooting conflicts while recommending actions to be taken, drafting responses when appropriate, reflecting the executive's style and approach, and organizational policy
- Assist with special projects, document preparation, presentation preparation, proofreading, being a sounding board for tactics & strategy, and many other important tasks
- Provide sophisticated calendar management to promote maximum productivity; Prioritize inquiries and requests and troubleshoot conflicts;
- Minimize distractions to ensure the executive is focusing on the most impactful work possible
- Book and coordinate travel arrangements and itineraries for the executive and other employees upon request
- Organize meetings, plan agendas, book rooms/set up virtual meetings, provide/prepare appropriate pre-meeting notes and content, take meeting minutes, summarize actions, and follow up on task completion with appropriate stakeholders. Stand in for the executive when needed
- Anticipate the needs of the executive and the organization and act as an information resource to help inform some decisions
- Have a willingness to learn technical aspects and industry of the business at a high-level
- Prepares and submits expense reports

Requirements

- Has 5 or more years experience as an Executive Assistant supporting C-level executives
- Familiarity with consumer electronics hardware, specifically in startups or scaleups
- Excellent skills with a wide variety of software tools including Slack, Notion, Monday.com, Calendly, etc
- Excellent organizational and time management skills
- Excellent verbal and written communication skills
- Professional, dependable, and trustworthy, able to take on a high degree of responsibility
- Highly motivated for success, able to handle changing priorities and workloads effectively
- Exceptional judgment, integrity, discretion, and ability to act independently with confidence
- Adaptable to change and willing to work on any project or task put forth to you
- Experience with board meetings and investors is a plus

If you worked here this past week here are some things you would have been involved in:

- Meeting with the product team on Monday to plan and prioritize and later get together with the entire team for the weekly Kick-off. ☺
- Help organize the executive's calendar to create bandwidth ☺
- Catching up with the team on Wednesday "Tea Time" to socialize, celebrate a milestone, play a game, or teach everyone about something you are passionate about.
- Help the executive to be ready for their presentations and meetings as well as research for upcoming initiatives. ☺
- Wrapping up the week with the entire team by hosting and sharing the accomplishments of the week, watching the latest customer testimonial video together, sharing inspiration, and more. ☺

Benefits

Salary:

Our salaries are competitive with industry standards. The salary will be commensurate with your work experience.

Remote Work Accommodation -

Flexible hours, we will ensure you have the right equipment and set up for a functional and healthy work environment.

Health Benefits

We offer health and dental insurance. Our extended benefits package also gives you access to an array of services.

Equipment and Tools

All employees have access to the right tools for the job including an Apple computer and software for working efficiently.

How To Apply

Please email your application to smarnora@jobs.workablemail.com with the job title in the subject line. The body of your email should include the following:

- LinkedIn Profile ([link](#))
- Portfolio and Case Studies ([link](#))
- Cover letter
- Resume (attachment)
- Send us a short video telling us who you are(yes this sentence is unfinished)

Please list any needs that you have that we can accommodate throughout the hiring process. Type N/A if not applicable.

The Interview Process

- Application Review: We will carefully review your responses to our questions and review your work samples
- Interview #1 - 40 mins: Introduction + Work Experience review. In a 40-minute video call, we will get to know you, and answer any questions you might have. We will dedicate 20 minutes to dive into your most relevant projects and experiences
- Interview #2 - 2 hours: Your Work at Smart Nora. We will dive deeper into the work you will be doing at Smart Nora. Make sure you fully understand how you will be an effective member of the team and how your contributions will fit into our mission. We will discuss real examples of your upcoming projects to get a sense of how you would approach and implement them
- Culture and Talent Assessment - 1 hour We strongly believe in supporting you in finding meaningful work which is aligned with your strengths. This 1-hour activity will give you deep insights into your alignment with the team, the position, and your career

Accommodations are available on request for candidates with special needs throughout the application process. Please let us know of any special needs in the application form.

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Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
