

Executive Assistant



Phone :

Web :

Job Summary

Vacancy :

Deadline : Jun 27, 2024

Published : May 27, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

LifeRaft is seeking an experienced Executive Assistant who will be responsible for the confidential and efficient daily operation of the Office of the Chief Executive Officer (CEO). This person will provide high-level administrative support to the CEO, manage day-to-day activities, and act as a liaison between the CEO and internal/external stakeholders, based on a thorough understanding of the CEO's priorities. This role will rely heavily on exceptional organizational and communication skills, which will be essential in managing a wide range of responsibilities and contributing to the overall efficiency of the organization.

What You do as a LifeRaft Executive Assistant:

• Administrative Support:

- Manage and prioritize the CEO's calendar, including scheduling meetings, appointments, and travel arrangements.
- Handle correspondence, including emails, phone calls, and mail, ensuring timely and appropriate responses.
- Prepare and edit reports, presentations, and other documents as needed.

• Meeting Coordination:

- Organize and coordinate executive meetings, including preparing agendas, taking minutes, and following up on action items.
- Facilitate communication and collaboration among senior leadership team members.

• Project Management:

- Assist the CEO in managing and prioritizing various projects and initiatives.
- Track progress and ensure deadlines are met, providing regular updates to the CEO.

• Communication and Liaison:

- Act as a point of contact between the CEO and internal/external stakeholders, including clients, partners, and board members.
- Maintain strong relationships with key contacts and ensure effective communication.
- Where appropriate, work with the senior leadership team and the Manager, People & Culture to draft, review and distribute company-wide announcements from the CEO.

• Confidentiality and Discretion:

- Handle sensitive and confidential information with the utmost discretion.
- Maintain a high level of professionalism and integrity at all times.

• Event Planning:

- Assist the CEO in the planning and coordination of senior leadership team events and off-site planning meetings (where appropriate in collaboration with marketing and people & culture teams).
- Plan and coordinate board of directors and shareholder meetings and conference calls.
- Manage logistics and ensure successful execution of such events.

Requirements

What You Need to Get the Job Done:

- 10+ years of experience as an executive assistant. Experience in a technology or SaaS company would be beneficial, but not required.
- Proven experience providing executive support at a C-Suite level.
- Exceptional organizational and time management skills.
- Strong written and verbal communication abilities.
- Proficiency in Google Suite (Gmail, Gdrive, Google Docs) and Microsoft Office (Word, Excel, Powerpoint) tools. Experience with Slack is beneficial but not required.
- Ability to work independently, prioritize tasks, and meet deadlines in a fast-paced environment.
- High level of discretion and confidentiality.
- Strong interpersonal skills and the ability to build relationships with stakeholders at all levels.
- Flexibility and adaptability to changing priorities and demands.
- Bachelor's degree in business administration, communications, or a related field preferred, but not a requirement.

Benefits

Why LifeRaft?

We pride ourselves on our innovative spirit and determination to relentlessly pursue zero missed threats for a safer world. LifeRaft provides a threat intelligence and investigations platform, Navigator, to corporate security teams around the world, including some of the biggest brands you've probably referenced today! Navigator is designed to identify, track, and validate issues from open source channels (surface, deep web, and darknet) related to executive safety, fraud prevention, and asset & infrastructure protection. Our technology is helping keep these companies, their people, and their operations safe – making a real impact in the world we all live in.

The diversity of our team is integral to our success. We are a team of passionate and tenacious individuals and pride ourselves in fostering a curious, caring, and positive culture. You can find more info about us [here!](#)

We offer our team:

- Attractive & competitive compensation plan & benefits
- Investment in personal and professional growth
- Remote work/office space (with dogs!) with flexible hours
- Flexible time off – Take a minimum of 15 days/year with no cap beyond!
- Health Benefits & \$750 Yearly Lifestyle Subsidy
- Diversity & Inclusion Committee
- Authentic co-workers & fun social activities

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
