

Executive Assistant to support CCO and Business Development Team to join a well-established, successful venture capital firm in Menlo Park. Seeking an experienced EA with really strong attention to detail, follow thru, strong work ethics, professionalism, maturity, and high standards with a consistent quality deliverables and strong customer service skills. Ideal candidate would be an EA who has supported a head of sales who understands the importance of customer meetings and business relationships. Prior experience could include providing support for a CRO, head of BD, head of Corp Dev or similar). Highly competitive salary, generous bonus and profit sharing and fully paid healthcare benefits working with an amazing group of people! Hybrid work schedule (2-3 days onsite).

Executive Assistant to support Chief Commercial Officer and Business Development team

- Providing administrative support including calendaring, expense reports and travel for CCO as needed
- Assisting the business development team with projects as needed (PowerPoint, executive briefings, surveys, outbound mailings, etc.)
- Event planning including small events and dinners
- Ongoing data management using Salesforce and Affinity

Requirements:

- Strong attention to detail is required
- Must be tech savvy, flexible and willing to learn
- Must be flexible, proactive, and have excellent judgment.
- Possess a strong work ethic, enjoys problem solving, and anticipates needs ahead of time.
- Energetic with a professional and polished style and attitude.
- Excellent interpersonal skills and able to adapt to different personalities and work styles.
- Ability to work efficiently, accurately, and independently.
- Possess high attention to quality and detail with the ability to see the big picture.
- Demonstrates excellent verbal and written communication skills.
- Self-starter and intuitive.
- Team orientated and enjoys being part of a high performing team.
- Must be able to independently prioritize, organize, and multitask.
- Dependable, punctual, reliable, and consistent.
- Proficiency with Microsoft Office Suite, particularly Outlook, Word, Excel (basic), and PowerPoint
- Proficiency using Zoom
- 3+ years of administrative or EA experience which will include experience scheduling meetings and making travel arrangements
- Bachelor's Degree strongly preferred