

Executive Assistant to support Managing Partner in Menlo Park, CA (hybrid)

The Executive Assistant will support a Managing Partner. This is an opportunity to work alongside individuals who are driven by excellence and a passion for technology. The ideal candidate is a team player with exceptional communication skills, meticulous attention to detail, and creative problem-solving skills. This role primarily provides executive support to one Managing Director and other team members as needed. Daily responsibilities include calendar management across multiple time zones on a global basis, coordinating meetings, travel including heavy international travel, logistics, and expense reports. We are looking for someone with solid experience working with executive global teams in fast-paced environments and the ability to handle sensitive information with excellent judgment, diplomacy, and discretion.

What you will be doing

- Manage complex calendars across multiple time zones on a global basis with utmost attention to detail, timeliness, and ensure the schedule aligns with priorities and commitments. Anticipate potential changes or shifts in priorities amidst simultaneous demands for attention.
- Handle all meeting logistics and occasionally plan events.
- Coordinate travel arrangements (domestic and international).
- Proactively manage communication and respond to urgent inquiries from internal / external stakeholders on the executives' behalf.
- Assist with PowerPoints and other fund-raising projects.
- Maintenance and update the executive's meeting list, documents, and other database as needed.
- Prepare and submit expense reports in an accurate and timely manner.
- Handle highly confidential information and documents with discretion and confidentiality.
- Take on other business projects as requested.
- Assist office operation as needed.

Minimum Requirements

- 3+ years of experience supporting senior executives, **preferably in venture capital or private equity.**
- Experience supporting executives on a global basis across multiple time zones.
- A strong team player, who thrives in a collaborative setting and works well within a matrixed environment, poised and able to work with individuals at all levels of the organization.
- Proactive, positive and personable with excellent communication skills and an upbeat, "can do" attitude- willing to take initiative - someone who can take full ownership of a project and run with it to successful completion.
- Resilient, with ability to manage multiple projects and deliver quality work to deadlines.
- Discretion, diplomacy and excellent judgment; high degree of integrity when dealing with confidential and sensitive information.
- Exceptional attention to detail.
- Strong calendar management and prioritization skills.
- Advanced proficiency with Microsoft office.

Salary range up to \$130,000 plus fully paid healthcare benefits!