

Are you an experienced Executive Assistant **with venture capital/private equity industry experience and a bachelor's degree** looking to be part of something truly special?

Our client is one of Silicon Valley's most respected venture capital firms, partnering with visionary founders. With an approach that values relationships, collaboration, integrity, and long-term success.

As an Executive Assistant, you won't simply manage calendars and coordinate meetings. You'll become a trusted strategic partner to influential leaders, helping drive efficiency, support critical initiatives, and contribute to the success of a world-class investment team.

Why join this firm?

- Work alongside highly respected venture capital investors and innovative founders.
- Be part of a collaborative, team-oriented culture where every individual is valued.
- Join a firm that prioritizes relationships, trust, and professional growth.
- Gain exposure to cutting-edge technologies and emerging industries, including AI and enterprise innovation.
- Contribute to an organization that has helped shape the future of Silicon Valley for decades.

Who Thrives in this role?

- Proactive, resourceful professionals who anticipate needs before they arise.
- Executive Assistants who enjoy being strategic business partners.
- Individuals who excel in fast-paced, dynamic environments.
- Team players who value discretion, professionalism, and relationship-building.
- Those who are energized by supporting leaders and helping organizations operate at their highest level.

If you're seeking more than just another Executive Assistant role—and want to join a firm where culture, people, and excellence matter!

Key Responsibilities

- Strategically manage multiple complex calendars, acting as a trusted gatekeeper to prioritize time and align with shifting priorities

- Manage a high volume of daily email communications requiring action, judgment, and timely follow-up
- Coordinate and manage high-level meetings with portfolio company founders, limited partners, board members, and external stakeholders
- Ensure professional, responsive, and detail-oriented communication on behalf of the Partners
- Build and maintain strong working relationships with portfolio company leaders, board members, limited partners, and their executive assistants
- Coordinate logistics for conferences, board meetings, and industry events
- Manage expense reporting and reconciliation with precision and timeliness
- Coordinate complex domestic and international travel and related meeting logistics
- Support special projects across the investment team as needed
- Partner closely with the broader EA team to uphold high standards and provide cross-coverage support

Requirements:

- **7–10 years of EA experience supporting senior partners**
- **Venture capital or private experience required**
- **Bachelor’s degree required**
- **Advanced Outlook proficiency and strong Microsoft Office skills**

Salary range is \$130 - \$170,000 depending on experience non-exempt plus bonus, fully paid healthcare benefits, profit-sharing and more!