

## **Seeking Executive Assistant in Miami, FL (onsite)**

Our client is seeking a high-energy Executive Assistant to support their President/Chief Revenue Officer while also providing support to the Go-to-Market (GTM) teams. Join a team of individuals who respect diverse perspectives, aren't afraid to push boundaries and try new ideas, and are passionate about helping our customers and each other succeed. This EA will be critically important, enabling the President/CRO to work most effectively with internal and external collaborators and fulfill commitments. This is a strategic role that requires a combination of focus, flexibility, professional maturity and strong interpersonal skills. The right candidate will be a highly resourceful individual with strong professionalism, presentation, self-motivation, verbal/written communication, and analytical skills. Most of all we seek someone with a great attitude, an extremely high work ethic, and off-the-chart attention to detail!

This position will be based out of their Miami office, with in-office excitement and collaboration.

### **Your Impact**

- Anticipate leaders' needs and proactively ready leaders for wide variety of situations
- Brings a high level of urgency, with the ability to balance multiple priorities and requests
- Proactively prepare executives and managers for meetings with pre-read materials and aligned agendas
- Proven success preparing documents and presentations with a high level of accuracy and attention to detail
- Presenting and communicating meaningful insights and recommendations
- Comfortable operating in a fast-paced and rapidly changing environment; remaining flexible, adaptable, and accepting new challenges with ease
- Willingness to work and be available outside normal business hours
- Coordinating closely with other cross-functional departments and other Executive Assistants to ensure smooth communication and seamless operational efficiency for leaders and their teams
- Planning and managing the calendar & travel, including scheduling cost-effective air/hotel/ground transportation and creating detailed and thoughtful travel itineraries
- Assist in coordinating and planning of team off-sites, events, and executive meetings with a high degree of organization and thoroughness
- Managing and submitting expenses for the President and CRO and assisting in approving expenses for their team
- Work closely with the EA to the CEO and collaborate on office management and event planning responsibilities.

### **Your Qualifications**

- Minimum of 7 years of related business experience supporting an executive, preferably in a SaaS organization with C-Suite support
- High level of integrity and discretion in handling confidential information and dealing with professionals inside and outside the company
- Event planning, expense report, and calendar management experience
- Ability to multitask, complete items, and be flexible based on constantly evolving deadlines
- Excellent writing, speaking, and grammar skills
- Proficiency in Microsoft Office
- Bachelor's degree is a plus!
- Some travel may be required based on leader and business needs

**Highly competitive salary plus bonus!**

**Relocation allowance possible for out of State applicants.**