

Executive Assistant in Manhattan Beach, CA (onsite)

Seeking senior-level EA/OM with at least 10+ years of experience in a C-level executive support role as an EA plus Board and Office Management experience.

- Bachelor's degree preferred.

Job duties include but are not limited to:

- Heavy calendar Management.
- Travel Arrangements.
- Board of Meeting preparation.
- High level of customer service and client interaction.
- Special projects.
- Event Planning.
- Office Management.

About you:

You will be meticulously detailed, proactive, resourceful, able to work with little direction, take initiative, take ownership, have excellent follow through, and be highly responsive and organized.

What You Will Get:

- Salary Range: \$100,000 - \$150,000 base salary. Compensation may vary based on experience, training, and education. This position is eligible for an annual discretionary bonus.
- Benefits: generous package includes paid health, life and 401(k) and significant PTO plan.