

## **Executive Assistant to CEO in Portland, OR (onsite)**

**Relocation considered, available immediately.**

### **Role Overview**

This role is a dedicated Executive Assistant to the CEO (executive business partner), focused on maximizing the CEO's effectiveness, leverage, and impact. This is not a traditional administrative role. It is a high-trust, high-performance position that requires strong judgment, ownership, and the ability to operate in a fast-paced and constantly changing environment.

The Executive Assistant will act as an extension of the CEO, managing workflow, priorities, communications, logistics, and execution across all areas of responsibility.

### **Must haves:**

- **Must have at least 5 years of experience supporting a CEO as an Executive Assistant in a fast-paced, fast-growing company with over 300 employees.**
- **Must be able to travel.**
- **Ideal candidate will have tech industry experience supporting a CEO or Founder.**
- **Bachelor's degree preferred**

### **Core Responsibilities**

#### **CEO Effectiveness & Leverage**

- Act as an extension of the CEO to maximize time, focus, and overall effectiveness.
- Maintain full visibility into priorities, commitments, and objectives to ensure alignment and execution.
- Identify and eliminate inefficiencies to improve how the CEO operates day-to-day.

#### **Workflow & Task Management**

- Own the CEO's task and project tracking system, ensuring nothing is dropped or delayed.
- Maintain a clear and continuously updated list of priorities, decisions, and follow-ups.

- Proactively follow up with internal and external stakeholders to drive progress and closure.
- Ensure the CEO never has to track down status, ownership, or completion of work.

### **Calendar, Time & Energy Management**

- Own and manage the CEO's calendar to align with priorities, energy, and strategic focus.
- Schedule high cognitive load work at optimal times and avoid unnecessary overload.
- Group meetings and tasks to minimize context switching and maximize efficiency.
- Ensure protected time for deep work and strategic thinking.

### **Email & Communication Management**

- Monitor and triage the CEO's email, surfacing high-priority items and filtering noise.
- Draft responses and manage follow-ups where appropriate.
- Summarize complex threads into clear, actionable insights.

### **Travel & Logistics**

- Plan and manage all travel end-to-end, including contingencies.
- Optimize for efficiency, productivity, and minimal fatigue.
- Quickly adapt to disruptions, cancellations, or changes in plans.
- Be available to travel occasionally to support the CEO during key meetings or events when needed.

### **Meetings & CEO-Led Events**

- Plan and execute CEO-led meetings such as board meetings, executive offsites, and all-hands.
- Prepare agendas, briefing materials, and ensure clear outcomes and follow-ups.
- Ensure all logistics and participants are aligned and prepared.

### **Information Prioritization & Decision Support**

- Surface the most important information, risks, and opportunities.

- Provide concise, well-structured context to support decision-making.
- Reduce cognitive load while ensuring the CEO remains informed.

### **Responsiveness & Communication Discipline**

- Be highly responsive, acknowledging all requests even when not immediately completed.
- Communicate timelines, updates, and delays proactively.
- Ensure nothing is left unclear or unacknowledged.

### **Cross-Functional Coordination**

- Coordinate across executives, teams, and external stakeholders.
- Track commitments and drive accountability.
- Escalate or unblock issues when needed.

### **Key Traits & Expectations**

#### **Adaptability & Resilience**

- Thrive in a fast-changing environment where plans frequently shift.
- Comfortably handle last-minute changes, including rescheduling meetings or reworking travel.
- Maintain a positive, solutions-oriented mindset even when work needs to be redone.
- Do not take changes personally or become demotivated by shifting priorities.

#### **Proactive Ownership**

- Anticipate needs rather than waiting for direction.
- Take full ownership of outcomes, not just assigned tasks.
- Ensure all loops are closed and nothing remains unresolved.
- Reduce the need for the CEO to think about logistics, follow-ups, or gaps.

#### **Alignment with CEO Operating Style**

- Ability to operate at a fast pace with a high level of responsiveness and urgency.
- Comfortable working with a CEO who is high-energy, direct, and operates quickly.

- Able to keep up with shifting priorities and rapid decision-making.

### **Professional Presence & Communication**

- Strong written and verbal communication skills.
- Strong professional presence when interacting with internal and external stakeholders.
- Comfortable engaging with high-profile individuals including board members, investors, and senior executives.
- Polished, presentable, and appropriate for high-level business environments.
- Ideally energized by interaction and relationship management.

### **Discretion & Judgment**

- Proven ability to handle highly confidential and sensitive information.
- Strong judgment in prioritization, escalation, and decision support.
- Comfortable operating behind the scenes without recognition.
- High level of trust, integrity, and professionalism.

### **Attention to Detail & Operational Excellence**

- Extremely organized with strong attention to detail.
- Able to manage multiple complex threads simultaneously without dropping anything.
- Proficiency with standard office applications and project management tools.
- Continuously improve systems and processes to increase effectiveness.

### **What Success Looks Like**

- The CEO operates with high clarity, focus, and minimal friction.
- Nothing falls through the cracks, and all commitments are tracked and completed.
- The CEO's time and energy are optimized for the highest value activities.
- Communication is clear, proactive, and requires minimal follow-up.
- The Executive Assistant is consistently thinking ahead, allowing the CEO to stay focused on the present while being fully prepared for what comes next.

- The Executive Assistant is trusted to operate independently and handle complexity without oversight.

**Competitive salary range based on depending on experience, seniority level and education. \$90k - \$140k (exempt position and this is total comp with bonus and/or equity)**