Senior Executive Assistant, Reno, NV (onsite)

Our client is seeking a Senior Executive Assistant to join the Trust & Estates Practice Group. This law firm has two office locations, in Reno and Las Vegas, supporting Nevada's business law needs.

Position Summary:

The Executive Assistant supports senior partners and associates with highimpact administrative, operational, and client service coordination to ensure the team operates at peak performance in a fastpaced, highstress setting. The Executive Assistant is the central point of coordination for attorneys' calendars, client meetings, travel, and daytoday execution. Success requires impeccable judgment, urgency, and resilience; anticipating needs, triaging priorities, and safeguarding time and information flow for senior leaders and our clients.

Duties and Responsibilities:

Calendar, Gatekeeping & Prioritization

- Own complex, dynamic calendars for multiple attorneys; triage, sequence, and protect highvalue time blocks; proactively resolve conflicts and lastminute changes.
- Serve as primary gatekeeper for calls, messages, and meeting requests; apply judgment to route, defer, or escalate based on urgency, client impact, and attorney priorities.
- Prepare daily briefing packets (agenda, objectives, attendee profiles, materials, logistics) and deliver rapid updates as priorities shift.

Meeting & Client Coordination

- Schedule client and internal meetings endtoend (inperson/virtual), including room/tech setup, agenda management, and attorney confirmations.
- Capture and circulate action lists; track followups and deadlines; coordinate with team members to ensure delivery on commitments.

Travel & Logistics

- Plan intricate travel itineraries with contingency options; manage changes on the fly.
- Process expenses and reimbursements promptly; reconcile corporate card activity and maintain accurate records.

Communications & Document Handling

- Draft and polish professional correspondence, brief updates, and executive summaries; ensure tone aligns with firm standards.
- Organize executive materials, decks, bios, and meeting packets; maintain version control and discreet archiving.

Operations

- Maintain a consistent operating cadence: weekly priorities, pipeline checkins, client touchpoint calendars, and postmeeting debriefs.
- Track key dates, milestones, and deliverables; surface risks early and coordinate crossteam support to keep work on track.

Confidentiality & Discretion

- Handle sensitive client and firm information with the highest discretion and professionalism; uphold privacy requirements and internal protocols.

Technology & Tools

- Utilize Microsoft Office (Outlook, Word, Excel, PowerPoint), Teams, Adobe, authorized AI programs, and document/CRM systems to streamline scheduling, materials, and reporting.

Education and Experience:

- High school diploma or equivalent required.
- Bachelor's degree in related field such as paralegal studies, business administration, or a relevant discipline is a plus.
- 5+ years supporting senior executives/partners in a highdemand professional services or financial services environment; ultra-high-net-worth client exposure strongly preferred.
- Demonstrated success managing highstress, fastpaced operations with frequent changes and competing deadlines.
- Exceptional organizational skills, attention to detail, and time management; able to anticipate needs and think several steps ahead.
- Excellent written and verbal communication; polished executive presence and client service orientation.
- Advanced proficiency with Microsoft Office Suite, Teams, and travel/expense platforms; comfort with CRM/document management systems.
- Discretion handling confidential information; sound judgment and integrity.

Work Environment

- Inperson in the Reno office; occasional afterhours availability to support urgent partner and client needs.