

Executive Assistant

(Hybrid role and candidates could work out of their San Francisco, CA, Incline Village, NV or Salt Lake City, UT locations)

As an Executive Assistant, you will provide high-level administrative support to a Founding/Managing Partner at a fast-paced financial services firm. This role requires an exceptional **calendar expert** who thrives in a high-pressure environment, expertly managing a complex, ever-changing schedule with shifting priorities. You will anticipate needs, resolve scheduling conflicts, optimize your executive's time, and remain highly responsive, including availability after hours when needed.

About You

- You are a true **calendar guru** who enjoys the challenge of managing a high-volume, constantly changing calendar.
- You thrive in a fast-paced environment with a high velocity of meetings, competing priorities, and last-minute changes.
- You are responsive, proactive and resourceful, anticipating scheduling conflicts before they arise and creating order out of complexity.
- You are tech-savvy and leverage technology to improve efficiency and productivity for yourself and your team.
- You have impeccable attention to detail and exceptional organizational skills.
- You are highly professional with outstanding communication skills, sound judgment, and the ability to handle confidential information with discretion.
- You project confidence and warmth when interacting with executives, employees, clients, and visitors.
- You possess the highest level of integrity and professionalism.

Job Responsibilities

- Expertly manage a complex, high-volume calendar using Microsoft Outlook, balancing competing priorities, accommodating urgent requests, and adapting seamlessly to frequent schedule changes.
- Anticipate executive needs and proactively optimize scheduling to maximize productivity and minimize conflicts.

- Coordinate meetings across multiple stakeholders and time zones while ensuring all logistics are handled flawlessly.
- Provide administrative support in a dynamic environment where priorities can shift quickly throughout the day.

This opportunity will begin on a temporary, part-time basis with the potential to transition into a permanent, full-time position.

Depending on location and experience, salary range for a permanent employee is \$80-150,000 plus bonus.