

Executive Assistant in San Francisco (onsite)

Seeking highly organized experienced Executive Assistant to join growing venture capital backed startup company based in San Francisco. This company has already received their second round of funding from top investors and is off to a great start! They are looking for energetic, creative, talented people who want to be part of a company that saves lives from chronic disease.

Ideal candidates should have startup industry experience (or experience working in a small tech/biotech/med device company with rapid growth) and a strong desire to learn and grow along with a professional, positive attitude and ability to be flexible and adaptable – be able to wear many hats and go with the flow!

This is a great opportunity for an experienced EA with approximately 3+ years of experience who wants to be an intricate part of a growing business. The EA will work closely with the executive team performing tasks such scheduling meetings, booking travel arrangements, billing/invoicing, expense reports, preparing presentations, event planning along with general office administration and organization. The EA is expected to be efficient, organized, and detailed.

Must be proficient in Microsoft Outlook, Word, Excel, and PowerPoint.