Executive Assistant to the C-Suite executive leadership team in San Francisco, CA (onsite)

Our client is an innovative, early-stage startup building an exciting business in a fast-paced and entrepreneurial environment. As they continue to grow, they are looking for an exceptional Executive Assistant to provide high-level administrative and operational support to their C-suite executive leadership team.

This is an opportunity to join a growing company at an exciting stage of its development, work closely with senior leadership, and play an important role in helping the organization operate efficiently and effectively.

About the Role

The Executive Assistant will provide comprehensive administrative and organizational support to members of the C-suite, helping maximize their time, productivity, and effectiveness. This individual will be a trusted partner to the executive team, responsible for managing complex calendars, coordinating meetings and travel, facilitating communication, and ensuring important priorities stay on track.

The ideal candidate is proactive, resourceful, highly organized, and comfortable operating in a fast-changing environment where priorities can shift quickly. They understand that supporting executives at a startup requires flexibility, initiative, discretion, and a willingness to roll up their sleeves and take ownership of whatever needs to get done. You will enjoy wearing multiple hats and taking on new responsibilities as the company grows.

This is a highly visible role for someone who enjoys being at the center of the action, building relationships across the organization, and contributing beyond traditional administrative responsibilities.

Key Responsibilities

Executive Support & Calendar Management

- Provide high-level administrative support to the C-suite executive leadership team.
- Manage complex, ever-changing calendars, proactively anticipating scheduling conflicts and prioritizing competing demands.
- Coordinate internal and external meetings, including preparing agendas, gathering materials, and ensuring executives are well prepared.
- Manage meeting logistics, conference calls, video meetings, and follow-up communications.
- Serve as a gatekeeper and liaison between executives, employees, board members, investors, clients, and external partners.
- Exercise sound judgment when managing sensitive requests and determining priorities.

Travel & Expense Management

- Coordinate domestic and international travel arrangements, including flights, hotels, ground transportation, and detailed itineraries.
- Manage expense reports, credit card reconciliations, and related administrative matters.
- Anticipate potential travel disruptions and proactively resolve issues.

Communication & Organizational Coordination

- Manage incoming communications and correspondence, ensuring timely follow-up and appropriate prioritization.
- Help keep executives informed and organized by tracking outstanding items, deadlines, and action steps.
- Coordinate cross-functional meetings and facilitate communication among leadership team members.
- Handle confidential information and sensitive business matters with the highest level of discretion.

Administrative & Operational Support

- Assist with presentations, reports, spreadsheets, documents, and other executive-level materials.
- Support special projects, company initiatives, and ad hoc assignments as needed.
- Help coordinate leadership meetings, company events, offsites, and team gatherings.
- Identify opportunities to improve administrative processes, workflows, and overall efficiency.
- Provide general operational support as needed in a lean, evolving startup environment.

About You

You are a polished, personable, and highly capable Executive Assistant who genuinely enjoys supporting senior executives and understands the importance of being one step ahead. You take pride in your work, anticipate needs before they arise, and bring a calm, solutions-oriented approach to a demanding environment.

You are comfortable with ambiguity, thrive on variety, and don't get rattled when priorities change. You have the maturity and confidence to interact professionally with executives and external stakeholders while maintaining a warm, approachable demeanor.

You are resourceful, hands-on, and willing to jump in wherever needed. You understand that in an early-stage company, roles and responsibilities can evolve, and you welcome the opportunity to help build structure and create efficiencies as the business grows.

You bring:

- 2+ years of experience providing high-level administrative support in a fast-paced environment.
- Previous experience in a startup, technology company, or other entrepreneurial environment is highly desirable.
- Exceptional organizational skills and the ability to manage multiple competing priorities without losing sight of the details.
- Strong judgment, discretion, and the ability to handle confidential information.
- Excellent written and verbal communication skills.
- A proactive, anticipatory approach with a strong sense of ownership and accountability.
- A high level of professionalism, emotional intelligence, and interpersonal skills.
- Flexibility, adaptability, and a willingness to roll up your sleeves.
- Advanced proficiency in Google Workspace, and other commonly used business applications.
- The ability to work independently, problem-solve, and make sound decisions with minimal direction.

What Makes This Opportunity Exciting

- Work directly with an accomplished C-suite executive leadership team.
- Join an early-stage company during an exciting period of growth.
- Have a meaningful impact on the organization and how it operates.
- Take ownership of your responsibilities and help establish effective processes.
- Be part of a collaborative, entrepreneurial team where initiative and contributions are valued.
- Enjoy a role that offers variety, visibility, and the opportunity to grow alongside the company.

If you are a forward-thinking Executive Assistant who thrives in a fast-paced environment, enjoys being a strategic partner to leadership, and takes pride in making things happen behind the scenes, we would love to hear from you.

Salary range is $80-110,000 depending on experience.