

## **Remote EA to support Co-Founders for company based in Minneapolis**

Exciting opportunity for a Senior-level Executive Assistant to be the right-hand to the co-Founders (CEO and President) of a fast growing healthcare company based in Minneapolis. Position will primarily be remote but the EA will need to be able to travel with the CEO as needed. This will be a very dynamic role and will include lots of projects. They need someone to help get them organized as the two co-founders are extremely busy. They will be hiring an additional EA after filling the first EA opening.

This is a great opportunity for a Career EA with approximately 10+ years of experience who is ambitious and bright and wants to be an intricate part of a very fast growing business. If you have a desire to understand and learn their business and work closely with clients and help them develop the business, and you want to be part of an industry that is helping people through compassion and care, this is for you!

The EA must have proficiency in Microsoft Outlook, Word, Microsoft Excel and PowerPoint. The EA will work closely with the co-founders, on tasks such screening, prioritizing and responding to emails on behalf of the co-founders, scheduling meetings, coordinating and assisting with workflow, client contact, client engagements, preparing for leadership meetings including sitting in on meetings and taking notes (either in person or remotely), planning events, and over time attending meetings on behalf of the co-founders. The EA is expected to be efficient, organized, and thoughtful. EA will also review legal documents and manage projects as needed. This is a position with a significant amount of contact with the company's clients and care givers. The EA should be highly professional, and be capable of speaking and writing well, as the position will require both skills on regular basis. Candidates will also help with recruiting efforts and a background in recruiting would be helpful.

The EA is expected to be ambitious and self-motivated. Some tasks will be done in close coordination with the co-founders and some will be done independently. The ability to switch rapidly from one task to another, without sacrificing speed or accuracy, is important. Must be very responsive and communicate with the co-founders on a timely manner (CEO prefers text messages over emails for example). Very fast-paced environment requiring ability to run with projects and anticipate needs.

Competitive salary depending on experience, healthcare benefits, 401k and possible discretionary bonus.