Senior Executive Assistant in Santa Clara (hybrid work model with 4 days onsite/1 day WFH). Salary range up to $150-170,000 depending on experience plus bonus, stock and benefits!

We are seeking an exceptionally organized, proactive, and highly responsive **Senior Executive Assistant** to provide high-level administrative and operational support to the CEO and other members of the senior leadership team as needed.

This is a key position requiring someone who thrives in a fast-paced, dynamic corporate environment and understands the demands of supporting C-suite executives. The ideal candidate is polished, professional, resourceful, and anticipates needs before they arise. They must be comfortable managing competing priorities, exercising sound judgment, handling confidential information, and maintaining a high level of accuracy and attention to detail.

The successful candidate will serve as a trusted partner to executive leadership, helping ensure priorities are managed effectively and day-to-day operations run smoothly.

Key Responsibilities

- Proactively provide comprehensive executive-level administrative support to the CEO and other senior executives as needed.
- Proactively manage complex calendars, coordinate meetings, and navigate shifting priorities in a fast-paced environment.
- Coordinate domestic and international travel arrangements, itineraries, and expense reporting.
- Prepare, edit, and format correspondence, presentations, reports, and other executive materials.
- Manage incoming communications, prioritize requests, and ensure timely follow-up.
- Coordinate leadership meetings, prepare agendas and materials, and track action items as appropriate.
- Handle sensitive and confidential information with the highest level of discretion and professionalism.
- Serve as a liaison between the CEO, senior leadership, employees, board members, and external contacts.
- Anticipate executive needs, identify potential issues, and take initiative to resolve matters independently.

- Provide additional administrative and project support to the senior leadership team as needed.

Qualifications & Experience

- **Minimum of 8 years of senior-level Executive Assistant experience** supporting C-suite executives in a fast-paced corporate environment.
- Previous experience working within a publicly held company is preferred.
- Demonstrated ability to support senior executives and manage complex, constantly changing priorities.
- Advanced computer skills and strong proficiency with Microsoft Office, including Outlook, Word, Excel, and PowerPoint.
- Excellent written and verbal communication skills.
- Exceptional organizational skills with a high degree of accuracy and attention to detail.
- Strong judgment, discretion, and the ability to handle confidential matters.
- Ability to work independently, anticipate needs, and take ownership of responsibilities.
- Highly responsive, resourceful, and solutions-oriented, with a strong sense of urgency.
- Professional demeanor and the ability to interact confidently with executives and stakeholders at all levels.

About You

You are a seasoned Executive Assistant who takes pride in being one step ahead, understands the importance of responsiveness, and genuinely enjoys supporting senior leadership. You are polished, personable, detail-oriented, and possess the maturity and confidence to operate effectively at the highest levels of an organization. You bring a proactive, hands-on approach, remain composed under pressure, and understand that exceptional executive support requires initiative, sound judgment, flexibility, and an unwavering commitment to excellence.