

Executive Assistant

Position Overview: This is a contract to hire position, working directly under the co-founder of two fast growing, innovative dental industry startups with previous leadership experience in the marketing industry. As the personal/executive assistant and right hand confidant, you'll be the master of multitasking, seamlessly juggling email wizardry, calendar kung-fu, day-to-day life logistics, event planning prowess, and some personal tasks magic. Organization, efficiency, and communication are pivotal. This position offers an excellent opportunity to gain hands-on experience in a fast-growing startup environment with lots of room for growth in so, so many directions.

Responsibilities:

- **Executive support:** Manage requests for executive's time and attention to internal and external issues while ensuring schedules are met. Research, prioritize, and follow up on incoming issues and concerns addressed to the executive.
- **Calendar management:** Manage professional and personal calendars for executive, coordinating with other stakeholders and clients while prioritizing tasks. Prepare for, participate in, and follow up on meetings.
- **Project management:** Track and help drive completion of key deliverables and follow up on outstanding items with clients, team members, and partners around the world.
- **Administrative support:** Arrange travel and meetings by developing itineraries and agendas, booking transportation, arranging lodging and meeting accommodations. Organize and maintain internal documents.
- Inbox(es) maintenance and response
- Assist with personal tasks as needed
- Maintain files, documents, and accounts in an organized manner
- Assist with travel arrangements
- Attend meetings in a secretarial role
- Meeting / event planning and agenda

Qualifications:

- Proven experience as a personal assistant or similar role
- Superb written and verbal communication skills.
- Excellent organizational and time management skills, with the ability to manage multiple projects simultaneously.
- Detail-oriented mindset with a proactive and collaborative approach to work.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Ability to maintain confidentiality of information related to the company and its employees.
- Proficiency in the Google workspace and Apple suite products

Why Join Us:

- Flexible schedule
- Opportunity to work in a fast-paced startup environment with a passionate team.
- Hands-on experience working with mentorship and growth opportunities.
- Competitive pay.

Join Our Team: If you are passionate about marketing and are excited to grow quickly in your career with a rapidly scaling organization, we want to hear from you! To apply, send an email to ben@brightreferral.co with “Executive Assistant” in the headline. Please include your resume and a note in the body of the email briefly outlining your qualifications.