

Executive Assistant to C-level Executives in Miami, FL (onsite)

Our client seeks a tenacious Senior Executive Assistant to join one of the fastest-growing tech companies. Make your mark on the industry. This role will report to their Chief Executive Officer with additional support to an additional C-Suite leader. Join a team of individuals who respect diverse perspectives, aren't afraid to push boundaries and try new ideas, and are passionate about helping our customers and each other succeed. This Senior EA is a critically important role, enabling the CEO to work most effectively with internal and external collaborators and fulfill commitments. This is a strategic role that requires a combination of focus, flexibility, and professional maturity. This role requires a highly resourceful individual with strong professionalism, presentation, self-motivation, verbal/written communication, and analytical skills. Most of all we seek someone with a great attitude, high energy, and extremely high work ethic.

Your Impact

- Anticipate leaders' needs and proactively ready leaders for wide variety of situations
- Planning and managing calendar & global travel, including scheduling cost-effective air/hotel/ground transportation and creating detailed travel itineraries
- Welcoming guests and ensuring a flawless visit for all (i.e.. preparing in advance for visit, ensuring the correct materials/literature on-hand, catering, etc.)
- Proven success preparing professional executive documents and presentations
- Presenting and communicating meaningful insights and recommendations
- Willingness to accept new challenges
- Coordinating closely with other cross-functional departments, and other Executive Assistants within the company
- Managing and submitting expenses
- Managing the day-to-day details of the office

Your Qualifications

- Minimum of 7 years of Executive Assistant experience supporting a CEO, preferably in tech organization
- High level of integrity and discretion in handling confidential information and dealing with professionals inside and outside the company
- Event planning, expense reports, and calendar management experience
- Superior attention to detail a must
- Ability to multitask, complete items, and be flexible based on constantly evolving schedules and deadlines
- Excellent writing, speaking, and grammar skills
- Proficiency in Microsoft Office suite
- Bachelor's degree is a plus!

Competitive salary \$130-150k depending on experience, plus bonus, stock and benefits!