

## Executive Assistant (Remote Position)

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$100000.00 to \$135000.00 yearly  
**Employment status:** Permanent

### Description

On behalf of our client we are looking for an Executive Assistant. The role involves a significant amount of interaction with both internal and external stakeholders, including senior leaders, clients, partners, and board members. This position requires a range of skills, including robust communication abilities, a high degree of organization, and the ability to manage complex schedules and projects. This role will be supporting the CEO. This role will be remote, but our client wants someone based out of the Chicago/Chicagoland area.

#### Responsibilities:

- Collaborate with the CEO to coordinate their daily activities, including meetings, travel, and expenses
- Schedule and manage intricate calendars, ensuring all commitments are organized efficiently
- Facilitate internal and external meetings, including arranging meeting rooms, coordinating technology needs, preparing agendas, taking meeting minutes, and following up on action items
- Manage travel arrangements for the executives
- Support board meetings and member support
- Draft and manage communication on behalf of executive, including emails and other correspondence
- Support the executive & organization in special complex projects, initiatives, or events as assigned, including research, data gathering, and administrative assistance
- Monitor project progress, follow up on deliverables, and ensure deadlines are met
- Facilitate cross-departmental collaboration and communication to ensure project alignment with organizational goals
- Design and develop high-quality presentations using advanced software tools (e.g., PowerPoint, Keynote), while ensuring presentations are visually appealing, concise, and aligned with corporate branding.

### Requirements

- Bachelor's degree required plus 5+ years of experience as an Executive Assistant, supporting C-Suite executives or equivalent experience.
- Proven project/program coordination & management experience with the ability to handle multiple projects simultaneously.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams) and other most current office applications.
- Excellent verbal and written communication skills.
- Ability to work independently and make informed decisions.
- High level of integrity, professionalism, and discretion in handling confidential information.
- Flexibility to work outside standard business hours as needed.
- Familiarity with project management tools a plus.

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