

# Executive Assistant

**Hours:** 30–35 hours per week

**Location:** Remote (U.S.-based preferred)

**Compensation:** \$28–34/hour depending on experience

**Hours must be available:** ~8am-5pm MST (can be a little flexible here) M-F

Watch this Video describing this role found here: [VIDEO](#)

Instructions to apply: [FORM](#)

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## About the Role

We are seeking a highly proactive, professional, organized Executive Assistant to support execution across our growing remote team.

We will give you high-level problems, and need you to solve them start-to-finish with excellent judgement and proactivity. This role involves coordinating hiring workflows, maintaining operational systems, attending meetings, extracting action plans, tracking follow-through, and ensuring commitments across the organization are executed.

You will work directly with the President to maintain operational clarity across a 15–25 person team (employees and contractors).

This role requires strong judgment, ownership, and systems thinking.

For example, "We are creating a new white-label product to sell to a new market. Please coordinate with our lawyer and tax accountant to find out which LLCs need to be set up and how; then make a complete plan and get approval from the CEO before you proceed..."

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## Key Responsibilities

### Project & Research Support

- Conduct research for new initiatives
- Structure and document processes
- Support special projects as assigned

### Outreach & CRM Coordination

- Maintain CRM organization

- Track partnership and outreach follow-ups
- Ensure consistent communication flow

## **Hiring & HR Workflow Support**

- Assist in drafting job descriptions
- Manage applicant tracking and interview coordination
- Support onboarding

## **Meeting Execution & Follow-Through**

- Attend internal meetings and produce clear, structured summaries
- Extract action items, assign ownership, and propose deadlines
- Proactively follow up to ensure completion

## **Operational Systems & Workflow**

- Maintain task management systems (e.g., Basecamp)
  - Ensure commitments and deadlines are visible and tracked
  - Identify process gaps and recommend improvements
  - Update and review policies and procedures across departments
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## **What We're Looking For**

- Exceptional organizational ability
- Clear, professional written communication
- Comfortable holding others accountable respectfully
- Strong attention to detail
- Able to manage multiple moving parts
- Self-directed and proactive

Preferred:

- Experience in executive support, operations coordination, or project management
- Comfortable working in a fast-moving remote environment

Notes about our company to keep in mind:

- We move quickly and change direction when needed.
  - If you require constant detailed direction, this role may not be a fit.
  - We value open, direct communication.
  - The President welcomes feedback and expects team members to both give and receive it professionally.
  - We want team members to grow and continuously improve in their roles.
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## What Success Looks Like

- Meetings translate into clear execution
- Follow-ups happen without prompting
- Systems stay organized and current
- Hiring processes move efficiently
- Policies remain accurate and documented
- The President gains time and mental clarity