

Executive Assistant — Global Private Equity Firm
(Menlo Park, onsite 4 days per week/1 day remote)

A highly successful, stable, and widely respected global Private Equity firm in Menlo Park is seeking an exceptional Executive Assistant to join their team. This is an outstanding opportunity to support a group of sharp, collaborative professionals in a firm known for excellence, integrity, and a truly positive work culture.

What We're Looking For

The ideal candidate is mature, polished, and highly professional—someone who brings poise, strong judgment, and the ability to thrive in a fast-paced environment. You should be a natural multitasker who learns quickly, asks thoughtful questions, and consistently follows through. Strong instincts, responsiveness, and impeccable time management are essential.

We're seeking someone who is:

- Proactive, organized, and able to anticipate needs
- Flexible, collaborative, and team-oriented
- Discreet, confidential, and respectful
- **Positive in attitude, with a *no task is too big or too small* mindset**
- Confident prioritizing and making decisions with minimal direction
- Willing to jump in wherever needed and contribute to a supportive team dynamic

Why You'll Love Working Here

This is a genuinely kind, cohesive team that values chemistry as much as capability. They enjoy team-building events, group lunches, and fostering an environment where everyone feels included and appreciated. If you're looking for a place where you can make an impact, feel valued, and grow with a world-class organization, this is it.

Onsite, M-F, hours are somewhat flexible if between 7am and 6pm

Requirements:

- Candidates must have a minimum of 5+ years of Executive Assistant experience.
- Candidates must have either Venture Capital or Private Equity industry experience.
- Must be proficient with PC and MS Office skills (Word, Outlook, Excel), and Tripware for expenses.

Job Duties will include but are not limited to:

- The EA will support a Director, VP and 2 Associates. Manage multiple calendars in Outlook and the scheduling of meetings and conference calls, often in multiple time zones.

- Coordinate complex travel arrangements, both international and domestic providing detailed travel itineraries.
- Complete monthly expense reports in a timely and accurate manner using Tripware
- Handle confidential, proprietary and sensitive information with integrity and discretion.
- Interact effectively with global contacts with a cultural understanding and ease.
- Participate in the planning and execution of events, on-site and off-site, when required.
- Assist with; ordering breakfasts/lunches/supplies/picking up lunches, maintaining conference rooms and kitchen stocking and cleaning, grocery orders.
- Provide back-up support to Receptionist one day per week and as needed, and other EAs in the Menlo Park office as necessary.
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Salary range: \$120-140k plus bonus.

Excellent compensation package includes discretionary bonuses are given twice a year (July and December) plus fully paid medical/dental for employees and dependents, 401K match, closed between Christmas and New Years. Two weeks' vacation the first year, three weeks after completion of the first year, and four weeks post 5 years of service. They also offer a wellness allowance of \$1,500 and a co-insurance card to cover anything health related (crowns, therapy, acupuncture, etc.).