

Executive Assistant to Two Partners, Menlo Park (In Office 5 Days/Week)

A respected venture firm based in Menlo Park is seeking a top-tier, senior-level Executive Assistant to support two Partners. This is a calendar-intensive role within a collaborative, high-performing firm.

The right candidate understands the rhythm of venture, founder meetings, portfolio board cycles, and investor meetings, and takes pride in bringing order, clarity, and consistency to a dynamic environment. You will be a trusted partner and an important member of a strong, team-oriented EA group.

Key Responsibilities

- Strategically manage multiple complex calendars, acting as a trusted gatekeeper to prioritize time and align with shifting priorities
- Manage a high volume of daily email communications requiring action, judgment, and timely follow-up
- Coordinate and manage high-level meetings with portfolio company founders, limited partners, board members, and external stakeholders
- Ensure professional, responsive, and detail-oriented communication on behalf of the Partners
- Build and maintain strong working relationships with portfolio company leaders, board members, limited partners, and their executive assistants
- Coordinate logistics for conferences, board meetings, and industry events
- Manage expense reporting and reconciliation through Brex with precision and timeliness
- Coordinate complex domestic and international travel and related meeting logistics
- Support special projects across the investment team as needed
- Partner closely with the broader EA team to uphold high standards and provide cross-coverage support

Qualifications

- 7–10 years of experience supporting senior executives
- Venture capital experience strongly preferred; private equity, investment banking, law, or similarly rigorous environments also considered
- **Bachelor's degree required**
- Advanced Outlook proficiency and strong Microsoft Office skills

Who You Are

You are steady, organized, and detail-oriented. You exercise sound judgment and discretion, particularly when engaging with founders, board members, and limited partners. You anticipate needs before they surface and remain calm under pressure. You value professionalism, partnership, and operating at a consistently high standard.

Salary range is up to \$160,000 depending on experience plus generous bonus, fully paid healthcare benefits and more!