

Executive Personal Assistant

Our client is seeking a highly polished, proactive, and exceptionally organized **Executive Assistant / Personal Assistant** to provide high-level support to firm leadership in a fast-paced investment and family-office environment.

This is a **full-time based in Reno, Nevada**, supporting both the professional and personal needs of the firm's leadership. The ideal candidate will serve as a trusted right hand—bringing structure, organization, discretion, sound judgment, and exceptional follow-through to an executive with a demanding and constantly changing schedule. This position will start off on a hybrid basis working part of the time in the executive's home office and partly remote becoming primarily onsite in approximately 9 months.

The successful candidate will be comfortable moving seamlessly between sophisticated executive support, office operations, and personal/household responsibilities. This individual must be highly resourceful, anticipate needs before they arise, and take ownership of projects and tasks from start to finish.

Key Responsibilities

Executive & Administrative Support

- Manage complex calendars, scheduling, and competing priorities for firm leadership.
- Coordinate internal and external meetings, including agendas, meeting materials, logistics, and follow-up.
- Manage and prioritize incoming email and correspondence; draft and prepare communications as needed.
- Coordinate domestic and international travel arrangements, including flights, hotels, ground transportation, itineraries, and last-minute changes.
- Prepare and track expense reports, invoices, payments, and related financial documentation.
- Assist with bookkeeping and administrative financial tasks.
- Maintain confidential files, records, contacts, and important documents.
- Prepare presentations, spreadsheets, correspondence, reports, and other documents using Microsoft Office.
- Coordinate meetings with clients, investors, advisors, attorneys, vendors, and other professional contacts.
- Act as a gatekeeper and liaison between executives and internal/external stakeholders.
- Anticipate executive needs and proactively resolve scheduling, logistical, and administrative issues.
- Support special projects and other responsibilities as needed.

Personal Assistant & Household Management

- Provide discreet and highly personalized support for the personal affairs of firm leadership and family members.
- Manage personal calendars, appointments, reservations, and commitments.
- Coordinate household vendors and service providers, including contractors, maintenance companies, cleaners, landscapers, and other vendors.

- Schedule and oversee home maintenance, repairs, installations, deliveries, and service appointments.
- Research, coordinate, and manage household purchases and services.
- Assist with organization and management of household records, warranties, subscriptions, and important documents.
- Coordinate personal travel, including family travel, vacations, accommodations, transportation, and detailed itineraries.
- Make restaurant, event, entertainment, and other personal reservations.
- Assist with personal errands and special projects, including picking up or dropping off children when required, gifting, returns, shipping, shopping, and event coordination.
- Coordinate household schedules and logistics, including appointments and activities for family members.
- Assist with planning and coordinating private events, dinners, family gatherings, and other social engagements.
- Manage relationships with household vendors and ensure services are completed to expectations.
- Monitor household-related expenses and maintain organized records and receipts.
- Handle sensitive personal and financial information with the highest level of confidentiality.
- Be available to manage occasional last-minute personal and household requests with flexibility and discretion.

Qualifications

- Proven experience as an **Executive Assistant, Personal Assistant, Executive Personal Assistant, or similar high-level support role.**
- Experience supporting a CEO, founder, principal, HNW/UHNW individual, family, investment professional, or other high-level executive strongly preferred.
- Exceptional organizational skills with the ability to bring structure and efficiency to a demanding and sometimes overwhelmed executive.
- Demonstrated ability to manage complex calendars, travel, meetings, correspondence, expenses, and multiple competing priorities.
- Strong personal assistant and household management experience, or the ability and willingness to take ownership of these responsibilities.
- Exceptional attention to detail and follow-through; nothing falls through the cracks.
- Excellent written and verbal communication skills and the ability to interact confidently and professionally with executives, clients, advisors, vendors, and service providers.
- Highly discreet and trustworthy, with demonstrated ability to handle confidential business, financial, and personal information.
- Proactive, resourceful, solutions-oriented, and comfortable anticipating needs rather than waiting for direction.
- Ability to exercise sound judgment and make appropriate decisions independently.
- Professional, polished, warm, personable, and service-oriented demeanor.
- Strong proficiency with **Microsoft Office**, including Outlook, Word, Excel, and PowerPoint.

- Comfortable working in a fast-paced environment where priorities can change quickly and last-minute requests are common.
- Strong financial and administrative aptitude; experience with bookkeeping, expense management, or financial administration is a plus.
- Prior experience in **investment management, private equity, venture capital, family office, wealth management, professional services, or other high-touch environments** is preferred.
- Associate or bachelor's degree in business, finance, communications, or a related field preferred, or equivalent professional experience.
- Must demonstrate a high degree of flexibility and willingness to handle both professional and personal responsibilities as part of the role.

Ideal Candidate

The ideal candidate is a **high-EQ, polished, exceptionally capable professional** who takes tremendous pride in being the person who makes everything run smoothly. You are naturally proactive, highly organized, calm under pressure, and comfortable managing confidential matters with complete discretion.

You understand that supporting a principal and their family requires more than simply completing a task list. You anticipate what is needed, think several steps ahead, and take ownership of getting things done. You are comfortable coordinating everything from a complex business meeting or international itinerary to a household repair, family event, or last-minute personal request.

The right person will have a **"no task is too small" mentality**, excellent judgment, strong attention to detail, and the ability to seamlessly transition between executive, personal, and household responsibilities while maintaining the highest level of professionalism and confidentiality.

Salary will depend on experience and skillset (i.e. QuickBooks and bookkeeping-related experience).
\$80-125,000 per year