

## **Executive Assistant in Santa Clara, CA (onsite M-F)**

As an executive-level assistant, you will provide administrative support to a Senior Managing Director, Managing Director and a Sr Analyst. You will coordinate a broad variety of administrative tasks including, but not limited to, managing interactions with portfolio company management teams, management teams in which we may invest, and limited partners; arranging extensive travel (both domestic and international); managing calendars; coordinating board meetings with portfolio companies; event planning; and other standard administrative tasks such as completing expense reports and invoices. You will have an upbeat personality and will be comfortable and excited to represent the firm with a wide range of external parties while collaborating with other team members.

### **About you:**

- You are tech savvy and have experience utilizing AI platforms to enhance you and your team's workload
- Impeccable attention to detail
- Ability to anticipate the needs of team members
- Comfort working in a fast-paced environment with a high velocity of meetings and changes on the fly
- Experience supporting a senior executive, preferably in the venture capital or tech industry
- Ability to manage and complete multiple tasks simultaneously under deadline pressure
- Highly professional with exceptional communication skills and excellent judgment
- Confidence and a welcoming personality when interacting with employees and visitors
- High-level of integrity is paramount

### **Job Responsibilities:**

- Heavy calendar management utilizing Microsoft Outlook; must be flexible with last-minute schedule changes and urgent meeting requests

- Screen phone calls for executives with diplomacy
- Plan and manage extensive domestic and international travel schedules
- Coordinate in-office and off-site meetings, including ordering catering, arranging travel, meeting room preparation, invitations, etc.
- Schedule and prepare internal meetings
- Ability to manage and prioritize multiple tasks and a challenging workload with little or no supervision
- Track action items and deliverables for the executives and proactively schedule the time required to address them
- Facilitate visits from entrepreneurs, target companies, key executives, and visiting the firm.
- Perform special projects and other duties as assigned
- Provide coverage for other administrative assistants including telephone coverage, travel arrangements, and calendar management

**Hours are 7:30 am – 4:30 pm Pacific (this is somewhat flexible)**

**Highly competitive compensation package offered.**

**\$170-185,000 (non-exempt) depending on experience plus discretionary bonus, benefits, 401k and more!**