



Job Description: Virtual Executive Assistant

Job Title: Virtual Executive Assistant to CEO

Position Type: Contract, Remote

Job Overview:

We are seeking a highly organized, proactive, and resourceful Virtual Executive Assistant to provide comprehensive support to our Chief Executive Officer. The ideal candidate will be a master of multitasking, capable of managing complex administrative responsibilities while anticipating and addressing the CEO's needs with exceptional attention to detail and discretion.

Key Responsibilities:

1. Executive Communication Management

- Manage and prioritize the CEO's email inbox with strategic filtering and rapid response protocols
- Screen and triage incoming communications, managing correspondence and preparing draft responses
- Maintain confidential and sensitive communication channels
- Act as a primary communication liaison for the CEO with internal and external stakeholders

2. Calendar and Scheduling Management

- Maintain a meticulously organized executive calendar
- Coordinate complex meeting schedules, including internal leadership meetings, external client interactions, and academic commitments
- Manage scheduling for the CEO's undergraduate course teaching responsibilities
- Schedule and confirm personal and professional appointments with precision
- Coordinate travel arrangements, including complex multi-leg business and academic travel

3. Project and Administrative Support

- Coordinate and track special projects from inception to completion
- Conduct comprehensive research to support CEO initiatives
- Prepare detailed reports, presentations, and background materials

- Manage vendor invoice processing and tracking
- Develop and maintain organizational systems for efficient information management

4. Business Development Support

- Assist in crafting compelling proposals in response to Request for Proposals (RFPs)
- Compile research and competitive intelligence to strengthen proposal responses
- Coordinate documentation and ensure timely submission of proposal materials
- Support preliminary customer interface and communication processes

5. Academic Support

- Assist in course preparation for undergraduate teaching responsibilities
- Manage course-related communications with academic departments
- Coordinate guest lectures, course materials, and student interaction support
- Help track and organize academic-related administrative tasks

Required Qualifications:

- Bachelor's degree in Business Administration, Communications, or related field
- Minimum 3-5 years of executive assistant experience, preferably in a fast-paced corporate or entrepreneurial environment
- Advanced proficiency in Microsoft Office Suite, Google Workspace, and project management tools
- Exceptional written and verbal communication skills
- Proven ability to maintain strict confidentiality
- Strong organizational and time management skills
- Ability to work independently and anticipate needs proactively

Preferred Qualifications:

- Experience supporting C-level executives
- Background in academic or research-intensive environments
- Advanced certification in administrative professional studies
- Experience with CRM and proposal management software

Technical Requirements:

- High-speed, reliable internet connection
- Dedicated home office or workspace
- Professional-grade computer with current software and security capabilities
- Noise-cancelling headset for clear communication
- Cloud-based collaborative tools proficiency

Compensation:

This is a part-time W2 or contract-based 1099 position. TBD

Work Environment:

100% remote position with occasional virtual meetings and potential rare in-person interactions. Flexible hours with some availability during standard business hours.