

Executive Assistant

Our company, a software startup working in the blockchain space, located in Ithaca, is searching for an experienced, reliable and task-oriented Executive Assistant. The Executive Assistant will work directly with the CEO and will be responsible for performing a range of administrative duties and managing all the logistics for a 6-10 person office. The ideal candidate is highly self-motivated, professional, and capable of managing their workload and prioritizing tasks in a dynamic startup environment. This is an excellent opportunity to join a growing company with competitive compensation.

Responsibilities:

Coordinate executive communications, including responding to emails and interfacing with clients.

Prepare internal and external corporate documents for team members and industry partners.

Schedule meetings and appointments and manage travel itineraries.

Arrange corporate events, such as meetups, seminars, webinars and related outreach activities.

Maintain an organized system of electronic documents.

Uphold a strict level of confidentiality.

Develop and sustain a high level of professionalism among staff and clientele.

Skills:

Minimum of 4+ years of experience as an Executive Assistant reporting directly to senior management.

Advanced document preparation skills, with an ability to become familiar with programs and software commonly used in software startups.

Effective collaboration and delegation skills.

Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.

Contact:

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