

Executive Assistant

Location: Portland, Oregon (97209)

Compensation: \$85,000–\$120,000 annually (DOE)

Employment Type: Full-Time

About the Position

We are seeking a highly organized, professional, and adaptable Executive Assistant to provide comprehensive support to a private executive. This is a unique opportunity to work in a fast-paced environment where no two days are alike.

The ideal candidate is proactive, detail-oriented, and enjoys solving problems before they arise. This position requires frequent travel and close collaboration with the executive, making excellent communication, discretion, and organizational skills essential.

Key Responsibilities

- Manage and maintain the executive's calendar, appointments, and scheduling.
- Coordinate meetings, travel itineraries, and logistics.
- Assist with business and personal administrative tasks.
- Prepare travel arrangements, accommodations, and transportation.
- Keep projects, deadlines, and communications organized.
- Serve as a trusted point of contact while traveling.
- Anticipate scheduling conflicts and proactively resolve them.
- Assist with event planning, social engagements, and special projects.
- Handle confidential information with professionalism and discretion.

Qualifications

- Exceptional organizational and time-management skills.
- Strong written and verbal communication abilities.
- Professional demeanor and high level of discretion.
- Ability to prioritize multiple tasks in a dynamic environment.
- Comfortable traveling frequently.
- Valid driver's license and ability to obtain a U.S. passport (or already possess one).
- Proficiency with Microsoft Office, Google Workspace, Apple devices, and common scheduling applications is preferred.

Compensation & Benefits

- Competitive salary of **\$85,000–\$120,000**, based on experience.
- All work-related travel expenses paid.
- Hotels and accommodations provided while traveling.
- Meals covered during business travel.
- Opportunity to travel extensively and work in a unique executive support role.
- Professional growth through direct collaboration with executive leadership.

Location & Travel

The position is based in **Portland, Oregon (97209)**. Candidates should expect regular private travel and occasional extended trips depending on business needs. Flexibility with scheduling is important.

Hiring Timeline

We are looking to begin interviews immediately and onboard the selected candidate as soon as possible, as our current Executive Assistant will be departing to pursue educational opportunities abroad this fall.

How to Apply

Interested candidates should submit a resume along with a brief introduction explaining why they believe they would be a great fit for this position. Selected applicants will be contacted for an initial interview.

This is not a notarized copy and should not be signed! If both parties agree to the above and notarized copy will be signed in the presence of legal representative and an affidavit will be provided prior to being sent to HR for on boarding