

ABOUT SNP

Founded in 1992, SNP is a dynamic company that evolves quickly to meet our customer's needs. Our mission is to make our customer's message as clear and memorable as possible, a feat we accomplish through *content* support, *communications coaching*, and *creative* development. We recognize that no two customers are the same and our approach can't be either. This means that our employees must be as adaptable and creative as our methods, and must thrive in our fast-paced, collaborative work environment. Join us in searching the world for good people and helping to make their truth persuasive.

As an Executive Assistant, you are responsible for keeping our highest-level actors working successfully. You are responsible for everything related to the CEO and CRO's schedules. This job requires exceptional organizational skills and meticulous attention to detail, yet the ideal candidate must also be flexible in the face of changing or unforeseen circumstances. The work is fast-paced and impactful and will allow you to work closely with some of the world's most innovative and exciting companies.

You're responsible for:

- Acting as the gatekeeper to our CEO and CRO's schedules
- Being the trusted resource for all questions pertaining to the CEO and CRO
- Taking on miscellaneous projects as necessary to help support the CEO and CRO's daily needs
- Updating dashboards to track frequency of customer meetings for CEO and CRO
- Handling confidential and sensitive information with unquestionable discretion
- Maintaining a calm and upbeat demeanor in the face of changing workloads

We'd like you to have:

- Bachelor's Degree
- 1-2 years work experience as a successful EA to C-level suite
- Experience coordinating and maintaining multiple calendars and scheduling needs
- Self-motivation with a "no project too big or too small" attitude
- Outstanding written and oral communication skills
- Fantastic organizational skills and attention to detail

While being:

- Able to laugh at yourself when necessary and to make your coworkers laugh as often as possible

- Confident enough to ask questions and bring ideas forward
- A team player who is comfortable working in a highly autonomous, fast paced environment with a flat management structure

We are not currently hiring for this position but we will review resumes as the need arises. If you think your skills and experience match what we're looking for, please submit your resume and a cover letter to careers@snpnet.com