



## Summary

WISE Advise + Assist Team is seeking a responsible and resourceful Executive Virtual Assistant (EVA) to join our team to support a portfolio of clients. The EVA provides exceptional customer service to our clients, creates and updates reports, manages inboxes and calendars, organizes travel and other arrangements, and executes other organizational tasks. The ideal candidate is a scheduling ninja and extremely organized. The EVA is tech-savvy, an independent problem solver, and an excellent communicator.

## Responsibilities

Main duties include, but not limited to:

- Complete administrative projects on time with accuracy
- Deliver high-quality work with minimum supervision
- Provide customer service to all levels of clients
- Provide quick turnaround on client correspondence, inquiries, and/or concerns
- Prepare for meetings
- Coordinate daily calendars of senior managers
- Read, analyze, and distribute incoming memos and submissions
- Arranging travel and accommodations for executives
- Perform office duties that include ordering supplies and managing a records database
- Data organization including creating documents and spreadsheets
- Prepare research
- Suggest more efficient ways to run the office and troubleshoot malfunctions

## About WISE

The WISE Team is made up of an all virtual workforce. With the challenges of working virtually, in a fast paced environment we are made up of strong and unique individuals who create our team first company culture.

A successful WISE Team Member enjoys continually learning new things and is constantly improving. They are a strong communicator who is able to communicate complex ideas, listen well, and maintain excellent customer service. They are organized and detail oriented. They have the ability to accept feedback and make adjustments based on that feedback. They take pride in their work and maintain a high level of quality control. They have exceptional time management and are great at multitasking. They also enjoy new challenges and changes to their work environment.

Most importantly a successful WISE Team Member is authentic, versatile, a self-starter, and a team player. We look forward to meeting you!

## Preferred Qualifications

- 3+ years of experience as an Executive Assistant
  - 1+ year of C-level experience preferred
- Familiarity with HubSpot or other CRM web-based tracking systems
- Ability to organize a daily workload by priorities
- Must be able to meet deadlines in a fast-paced quickly changing environment
- Proactive approach to problem-solving with strong decision-making skills
- Innovative, self-starter



### Minimum Qualifications

- Bachelor's Degree
- 3+ years of experience managing and conducting administrative responsibilities
- Advanced knowledge of Google Suite Apps and/or Microsoft Office (Word, PowerPoint, and Excel)
- Able to work independently with minimum supervision
- Detail Oriented
- Strong communication skills, both verbal and written
- Ability to create and build custom reports
- Outstanding time management skills
- Manage a high volume of work in a fast-paced and ever-changing environment
- Ability to work as a team in multiple, concurrent projects
- Experience working one-on-one with clients in customer service setting
- Tech-Savvy
- Willing to learn new skills and expand knowledge to better serve clients

### Computer Requirements

- For the home wireless system:
  - Strong internet connection.
  - Have a firewall to protect wireless internet.
  - Not allow others to use their wireless internet.
  - Use strong passwords for the wireless system and firewall (not the factory installed).
- Computer:
  - Have 2 factor authentication for computer and critical software.
  - Encryption for hard drive.
  - Good security software (McAfee, Norton, MalwareBytes, etc).
  - Tethering or VPN to protect internet usage.

### Additional Information

- We are looking for applicants who can start work within 1-2 months of the application date.
- Position Type and Expected Hours of Work: This is a part-time hourly, contract position.
  - Applicants must be able to commit to a minimum of 20 hours per week, 25 to 32 hours per week preferred.
- Location: Fully remote, Conus friendly.
- All applicants must be able to commit to at least 2-3 hours per day between the hours of 9:00am and 5:00pm Eastern Time.
- Other Duties: Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.