



Job Title: Executive Assistant

Company: Valens Global

Location: Remote

Deadline: Ongoing

About Valens Global

Valens Global provides analyses, strategies, and innovative solutions that anticipate and address critical threats to people, businesses, and governments. Our goal, simply put, is to empower clients with essential knowledge as they navigate complex security challenges rooted in a changing global society. We believe that key twenty-first century challenges require an approach that is fiercely independent, forward-looking, and unafraid to challenge received wisdom about how things are done.

Valens emphasizes teamwork, transparency, meritocracy, accountability, and empowerment at junior levels. We are proud of our track record. Our products exceed our clients' expectations and stand the test of time. They have made a difference to our clients, and to the world more broadly.

At Valens, you would be part of a smart, talented, and confident team of people with diverse backgrounds, experiences, and outlooks. We think Valens is a great place to work, and we think you'll agree.

Job Description

Valens is looking to hire a detail-oriented executive assistant (EA) who will facilitate the efficient functioning of the company's C-suite executives. The EA must be able to navigate diverse responsibilities, adapting to a variety of tasks. The role demands versatility, requiring the ability to handle a range of challenges in a fast-paced work environment. The position often involves interacting with a broad spectrum of individuals, necessitating cultural sensitivity.

An executive assistant excels in time management, efficiently coordinating and planning tasks to meet deadlines. Strong communication skills are crucial for conveying information effectively, while relationship management involves building and maintaining positive connections with internal and external stakeholders. The role requires a meticulous balance of these skills to ensure smooth operations, foster a collaborative work environment, and successfully execute strategic initiatives.

Key Responsibilities:

- **Calendar and Schedule Management:** Managing the executive's calendar, scheduling appointments, meetings, and events. This involves coordinating with internal and external stakeholders to ensure that the executive's time is allocated effectively.
- **Communication Management:** Handling incoming and outgoing communication on behalf of the executive, including emails, phone calls, and other forms of correspondence. Prioritizing and filtering messages to ensure the executive's attention is directed to the most important matters. Communication management will occasionally include drafting correspondence for the executive and transcribing dictations from the executive related to key communications and matters.
- **Travel Arrangements:** Planning and organizing travel arrangements, including flights, accommodations, transportation, and itineraries. Ensuring that travel plans align with the executive's schedule and preferences.
- **Meeting Coordination:** Coordinating meetings, both internal and external, by sending out invitations, preparing agendas, collating necessary documents, and arranging logistics, such as room reservations and technology setup.
- **Task and Project Management:** Assisting in managing and tracking tasks, projects, and deadlines. This may involve collaborating with other team members to ensure projects are on track and milestones are met.
- **Information Management:** Keeping track of important documents, reports, and files. Organizing and maintaining digital and physical records to ensure easy retrieval when needed.
- **Gatekeeping:** Acting as a gatekeeper to the executive's time and attention. Screening requests, visitors, and phone calls to manage interruptions and ensure that the executive can focus on critical matters.
- **Problem Solving:** Identifying and addressing challenges or issues that may arise in the executive's daily work. Proactively finding solutions to streamline processes and enhance productivity.
- **Relationship Management:** Building and maintaining positive relationships with internal and external stakeholders, including other executives, clients, partners, and employees. Serving as a representative of the executive when required.
- **Event Planning:** Organizing and coordinating company events, conferences, and special occasions involving the executive's participation.
- **Research and Reporting:** Conducting research on various topics, preparing reports, and compiling data to support decision-making and strategic planning.
- **Ad Hoc Support:** Being adaptable to handling various unexpected tasks and situations that may arise in a fast-paced and dynamic environment.
- **Confidentiality and Discretion:** Handling sensitive information and maintaining a high level of confidentiality. Executive assistants often have access to confidential information and must exercise discretion and professionalism.

Minimum Requirements:

- U.S. citizenship.
- 1+ years of experience (inclusive of internships) working in business administration or a related field.

- Proactiveness towards problem solving.
- Effective organizational, planning, and time management skills.
- Strong technical proficiency, including writing cleanly.
- Strong skills in interpersonal communication and working as part of a team.
- Eligibility for a Top-Secret Clearance.

Required Application Materials:

- Cover letter. *Please include an example of a hardship or challenge that you have faced (this may be professionally or personally) and how you overcame it.*
- Resume or CV.
At least two, and preferably three, references. *Note: We are not looking for letters of recommendation, but rather people who are willing to serve as a reference for your qualifications, and who would be happy to talk to us about your candidacy.*
- Unofficial transcript(s).

Please send all your materials in PDF format to careers@valensglobal.com.

Please know that if we contact you for an interview, we will also send you a link to complete a Predictive Index Behavioral Assessment.

Valens Global LLC is an equal opportunity employer. It is our policy to provide equal employment opportunities without regard to race, color, religion, gender, sex, sexual orientation, national origin, age, disability, veteran status, or any other basis prohibited by federal, state, or local laws. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.