

## Executive Assistant

### Description

About the Role Youâ??ll be an extension of the Tensor exec team, supercharging our leadership to focus on strategic initiatives, while helping the team operate with speed and excellence. You will: Directly support the CEO, CTO, and Head of Operations Manage and optimize calendars, ensuring efficient scheduling, prioritization, and focus Handle email organization and prioritization, ensuring nothing critical is missed and achieving inbox zero for all execs regularly Coordinate company wide business travel (flights, hotels, transportation, etc.) Support executives with the management of business systems, including but not limited to; onboarding/offboarding employees, keeping SaaS tools organized, processing payments, etc. Take on crucial administrative tasks You are: Extremely trustworthy and have experience being responsible with access to confidential and sensitive information Highly organized and thrive in a fast-paced environment with a high volume of tasks Highly attentiveâ??no details escape you A sharp, fast thinker with a high aptitude for learning Excellent written communicatorâ??you can synthesize complex information into short and easy to digest language. You write with a high degree of rigor. Excellent oral communicator Familiar, if not an expert, with common SaaS applications (Calendly, Superhuman, Float, Rippling, Slack, Notion, Navan, Google Apps, and beyond) 3+ years in an EA role for a Senior Executive, General Partner in Venture Capital/Private Equity, Senior Exec in IB, Partner at a top Law Firm, or similar Bonus points for: Excited about web3/crypto/NFTs. We really cannot overstate this – youâ??ll be joining a team of web3 nerds Finance and/or operations background Experience working in a fast paced technology company or investment banking environment What youâ??ll get: Generous ownership & stake in the company. Weâ??re looking for owners ð?¤ A fast-paced, no-BS environment Flexible working hours & hybrid schedule Macbook Air and peripherals Location This role is based in-person, in Toronto. While Tensor is a remote-first organization, due to the intimate nature of this role, itâ??s a hard requirement to be based in Toronto, where you will be working in-person with the executive team. Please mention the word **\*\*REFINEMENT\*\*** and tag RMTUxLjgwLjE0My4yMDY= when applying to show you read the job post completely (#RMTUxLjgwLjE0My4yMDY=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

### Contacts

Job listing via [RemoteOK.com](https://www.remoteok.com)

### Hiring organization

Tensor

### Job Location

Remote

### Base Salary

\$ 90000 - \$ 120000

### Date posted

May 31, 2024

[Apply Now](#)