

## Executive Assistant

### Description

Vimeo is looking for an experienced Executive Assistant to support executives on our leadership team. The ideal candidate has experience working in fast-paced environments that require a high degree of professional integrity. Executive Assistants at Vimeo are intuitive and resourceful, and are fueled by organizational excellence and a love of perfecting the smallest detail. If you are an exceptional communicator and have a knack for building relationships quickly, this may be the role for you. What you'll do: Coordinate internal and external meetings Manage ever-changing calendars, including booking and managing conference rooms Coordinate travel arrangements Process expenses through Oracle and reconcile department P-Cards in Visa Spend Clarity in compliance with company purchase and T&E policies Manage, organize, and safeguard confidential material, displaying the utmost level of discretion and ethical standards Coordinate internal and external events, including team presentations, and leadership strategy off-site/on-site sessions Partner with internal Executive Assistants to ensure smooth day-to-day communication and organization Skills & knowledge you should possess: 4+ years experience providing administrative support to multiple executives 2+ years experience coordinating travel logistics on behalf of multiple executives 2+ years of calendar management and expense report management for multiple executives Highly proficient in Google Suite Expert at balancing competing priorities, with the ability to anticipate needs and stay one step ahead Outstanding written and verbal communication skills and exceptional follow-through Thoughtful about problem-solving and demonstrates mature judgment in difficult or complex situations Trustworthy and treats all company matters with discretion Confidently flexible and comfortable with change Targeted Base Salary Range: \$67,500 to \$103,500 The base salary range listed above is for candidates located in the U.S., including the New York City metro area. At Vimeo, we strive to hire and nurture amazing talent across the globe. Actual salaries will vary depending on factors including but not limited to experience, specialized skills, internal alignment and a candidate's home base. Base salary is just one component of Vimeo's total rewards philosophy. We offer a wide range of benefits and perks that appeal to the variety of needs across our diverse employee base! Other rewards may include bonus or commission, Restricted Stock Units (RSUs), paid time off, generous 401k match, wellbeing resources, and more. Please mention the word **\*\*AMUSINGLY\*\*** and tag **RMjE2LjI0NS4yMjEuOTE=** when applying to show you read the job post completely (**#RMjE2LjI0NS4yMjEuOTE=**). 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

### Hiring organization

Vimeo

### Job Location

New York City, New York, United States

### Base Salary

\$ 140000 - \$ 200000

### Date posted

June 8, 2024

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