

Senior Executive Assistant Sales

Description

About the Role: The Executive Operations partner will work closely with leaders within the Sales organization. This person will be responsible for ensuring the operations of the leaders run smoothly and that the team has strong practices for coordination, execution, communication, and alignment. This role serves as the primary partner to 2-3 leaders within the Sales organization. You will be in a key partnership position, helping to drive Gusto forward and scale. You will also be a part of the Revenue Executive Operations community and report directly to the lead Revenue Executive Operations partner. Hereâ??s what youâ??ll do day-to-day: Expert of ceremonies: strategically partner to prioritize and coordinate the leaderâ??s time. Make sure it aligns with the priorities of the department, plus creating a system of accountability so that the time allocation can evolve and change as needed. The leaderâ??s time should be prioritized in an intentional and deliberate way. Ideally as proactively as possible, not reactively. Responsibilities include calendar management, including all internal and external meetings. Meeting enabler: organize, attend, and track minutes plus action items with an eye on making every interaction productive and enjoyable. The magic here is in ensuring the right set of follow-up actions are taken, not all of them, and having the relationships in place to follow-up with the stakeholders 1-1 if necessary. Special projects: May include research, analysis, presentation preparation, cross-functional company programs, etc. These projects should be executed with quality, but the goal is not to have them become a large percentage of your time. The Sales team must maintain time flexibility to adapt to the needs of the organization, ideally in a proactive way (not a reactive way). Project management: Keep multiple teams and projects on track in parallel. Gusto is a 2000+ person organization and how we do planning, and organize x-functional work requires lots of moving parts at times. You will be a key enabler of things moving smoothly, or recognizing when theyâ??re not and making changes to make it smoother. Gifted communicator: Represent the leaders well through email and Slack, with various internal and external stakeholders. Culture carrier and community builder: Embody Gusto Values while planning team off-sites, team-building events, and connecting the dots between different parts of the Gusto organization. Relationship builder: Youâ??ll be getting to know hundreds of Gusties across the organization, as well as many external individuals. Creating meaningful and memorable interactions should be natural to you, and something that is a source of excitement. Travel planner: Flights, hotels, transportation, dining, etc. Hereâ??s what we're looking for: Work Background: 5+ years of direct administrative experience in Sales (SaaS experience preferred) supporting one or more C-Level executives or General Managers of a Division. Ideally, the organization the executive managed was 1,000+ people, and previous EA work involved cross-functional collaboration with multiple departments in an organization. Demonstrated ability to own large cross-functional projects from end to end, ideally with visibility to an executive team and/or board of directors. Experience organizing (in-person, remote, and hybrid) team events with ~50 employees, such as an executive offsite. Demonstrated ability to organize complex travel schedules with many moving parts, including multiple briefings in one day, managing multiple stakeholders, etc. Experience with Salesforce, Tableau, and Outreach a plus Characteristics & Skill set: Organized and detail-oriented. Able to prioritize multiple assignments and stay calm under pressure, creating order out of chaos. The attention to detail bias must be an intrinsic mindset, and it will be connected to a strong desire to optimize and make things better. The ideal candidate will derive tremendous joy from improving something and crafting the details. Structured Thinking, Structured Mindset. Must have developed a highly structured and efficient means of managing oneâ??s own time, plus have the

Hiring organization

Gusto, Inc.

Job Location

Denver, Colorado, United States

Base Salary

\$ 55000 - \$ 107500

Date posted

June 11, 2024

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ability to explain this structure. The foundation should be based on intentional and deliberate prioritization. Intellectual curiosity to discover new ways to make things better. This should manifest as a character trait, and include a compulsion for process improvement, finding new ways of doing things, and driving a desire for lifelong learning. When facing a complex situation, your bias should be to break it down into bite-sized components. Relentless optimization and improvement drives you to learn new things and powers your attention to detail. This requires great memory, and also means that self-improvement is likely a big factor in your life (professionally and personally). Excellent Communication Skills. Ability to communicate the priorities of the leaders to others inside the organization, whether it is by written verbal, or group communications. Confidentiality. Demonstrated ability to maintain complete confidentiality on all business matters, including examples when this resulted in tension. Excellence with major productivity suites, especially G-Suite and Slack, as well as a demonstrated ability to pick up new tools, evaluate them, weigh the pros/cons, and optimize one's work style. Should have clear examples of recent productivity tools that were tested out and either kept or disregarded, plus the ability to explain why. Natural ability to connect the dots on different ways of communicating and collaborating. The right candidate will have high EQ, read people well, and have a warmth about them when working with people they know well, and also don't know well. They should put people at ease, especially more junior members of the organization. Attributes others will have said about you: Constantly learning new things, high attention to detail, great memory, calm under pressure, easy to work with, deliberate & intentional with their actions, precise, level headed, calm and collected, cares about the details, crafts their work. Our cash compensation amount for this role is between \$98,000 & \$116,000 in Denver. Final offer amounts are determined by multiple factors including candidate location, experience and expertise and may vary from the amounts listed above. Please mention the word **BOOMING** and tag RMTA3LjE3OC4yMzEuMjM4 when applying to show you read the job post completely (#RMTA3LjE3OC4yMzEuMjM4). 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)