

# EXECUTIVE ASSISTANT TO CEO & FOUNDER

## ABOUT SNP

SNP is a leadership communications company focused on helping high-performing leaders and teams achieve their goals. For almost 30 years, we've been behind the scenes helping the world's most successful companies including Google, Airbnb, SAP, Salesforce, and Spotify.

The world is loud. We help leaders break away from the noise to make their message clear and memorable. Our experience, creativity, and passion are reflected in the work we do, whether it's clarifying the message, up-leveling skills, or scaling the mission through media.

## ABOUT THE ROLE

The Executive Assistant to the CEO is central to everything we do at SNP. It is also the launching pad to a career with SNP, in communications, and in service. This role is the starting point to a career with SNP. It will allow you to explore where you'll go next. Plan to be in the role for 1-2 years, before choosing your SNP path. And for that time? You're supporting our CEO and co-founder, Maureen Taylor and thus supporting the mission, vision, and values of SNP. You know it all because you're in it all. You're exposed to and work with a variety of businesses, personalities, and projects that make us grateful to do the work we do.

## WE'D LIKE YOU TO HAVE:

- Attention to detail. An almost obsessive attention to detail.
- Excellent written and verbal communication skills. We're a communications company, this one matters.
- Experience in coordinating multiple projects at one time.
- A sense of humor.
- The desire to grow your career and contribute to a fast paced team.
- Hands-on approach. You're continuously making sure Mo is prepared and on time for all engagements.
- You're a master problem solver and the first person to troubleshoot a situation.
- A self-starter mentality. You don't wait for the information to come to you, you go and find it.
- Experience in restaurants, actually, especially restaurants. You understand that service is the highest form of humanity.
- 2-3 years of experience in an Executive Assistant role or similar.

## YOU'RE RESPONSIBLE FOR:

- Managing the CEO's (we'll refer to her as Mo from here on) customer relationships, managing her calendar and program managing her deliverables.
- Coordinating logistics for in-house and external meetings as well as online and in-person engagements.
- Preparing Mo for every meeting, event, or customer engagement. You know the ins and outs of her work and help make it happen.
- Taking on specific company-wide projects according to your interest and company needs.
- Handling confidential and sensitive information with unquestionable discretion and integrity.
- This is a Hybrid role. A successful candidate will be based in the North Beach area and work in the office as needed.

## WHILE ALSO BEING:

- A person who believes that *fun* means efficient, productive, and successful.
- Able to laugh at yourself when necessary and laugh with your co-workers often.
- Smart enough to know what you don't know, and confident enough to ask questions.
- Highly empathetic, with strong interpersonal skills and an appreciation for confidentiality.
- A team player who is comfortable working in a highly autonomous, fast-paced environment with a flat management structure.
- Self-motivated with a "no project too big or too small" attitude.
- 100% accountable to colleagues, customers, and work.
- Someone with a 17-hour-flight-personality (you can ask us about that).
- A smart, nice, person.

Please submit your resume and a cover letter to [careers@snpnet.com](mailto:careers@snpnet.com).

Salary Range: \$55,000 - \$65,000 annual