

Executive Assistant to CEO – Suhail Sitaf (Sal)

Role Type: Full-Time

Reports to: CEO

Works Closely With: Chief Administrative Officer and On-Site Executive Assistant

Role Overview

We are seeking a highly proactive, detail-oriented Executive Assistant to function as a true right hand to the CEO. This role is designed to take full ownership of executive communications, meeting preparation, reporting review, follow-ups, and high-level development support so the CEO can focus on leadership, decision-making, and growth.

This is not a traditional administrative role. The ideal candidate can read, understand, and summarize complex information, identify gaps before meetings, hold teams accountable through structured follow-ups, and support the CEO across development, real estate, and construction at an executive level.

The CEO already has an on-site assistant. This role complements that position by handling deep-focus work such as inbox management, report review, and development coordination.

Core Responsibilities

Executive Inbox & Communication Management

- Fully manage multiple CEO email accounts
 - Read, prioritize, draft, and send responses on behalf of the CEO
 - Flag emails requiring decisions, approvals, or sensitive handling
 - Track open items and ensure timely follow-ups
 - Reduce email noise while ensuring nothing important is missed
-

Meeting Preparation & Follow-Up

- Review reports, dashboards, and documents ahead of meetings
- Prepare concise executive summaries and talking points

- Identify missing information, incomplete deliverables, or outdated dashboards
 - Prepare action-item lists and follow up post-meeting
 - Ensure accountability across internal teams and external partners
-

Reports, Dashboards & Information Review

- Read and interpret operational, financial, and performance reports
 - Highlight risks, inconsistencies, and trends
 - Create executive-level bullet summaries
 - Monitor whether assigned owners have updated reports and dashboards
 - Flag issues before meetings rather than during them
-

Execution & Accountability Support

- Track commitments, deadlines, and deliverables
 - Follow up with owners when work is delayed or incomplete
 - Escalate issues appropriately
 - Maintain structured trackers for action items and priorities
-

Development, Real Estate & Growth Support

The CEO is actively involved in identifying new locations, working with brokers, negotiating leases, and overseeing construction at a high level. This role will support those efforts by keeping communication, information, and follow-ups organized and visible.

Real Estate & Broker Coordination

- Manage broker communications and site-related emails
 - Track new location opportunities, proposals, and next steps
 - Organize site details and materials for CEO review
 - Prepare brief summaries of potential locations
-

Lease & Negotiation Support

- Review lease drafts and deal summaries at a high level
 - Flag key business terms, deadlines, and open items
 - Track negotiation progress with brokers, landlords, and attorneys
 - Prepare the CEO ahead of lease-related calls and discussions
-

Construction & Development Oversight (Executive Level)

- Monitor top-level construction updates and timelines
 - Track milestones and missing updates
 - Flag delays or risks that may require CEO attention
 - Prepare concise development status summaries
-

Development Meeting Preparation

- Prepare talking points and questions for development calls
 - Track action items from development discussions
 - Follow up with internal and external stakeholders
-

Required Skills & Experience

- 5+ years supporting senior executives, founders, or CEOs
 - Excellent written English with strong business judgment
 - Strong analytical and organizational skills
 - Ability to read and summarize reports clearly
 - High attention to detail and follow-through
 - Comfortable flagging issues and pushing back respectfully
 - High discretion and professionalism
 - Experience working across time zones preferred
-

Tools & Systems

Experience with or ability to quickly learn tools such as:

- Gmail or Outlook

- Microsoft Office or Google Workspace
 - Excel or Google Sheets
 - Dashboards and reporting tools
 - Task and project tracking tools
-

What Success Looks Like

- CEO inbox is controlled, prioritized, and actionable
 - CEO walks into meetings prepared
 - No surprises due to missing updates or incomplete reports
 - Clear accountability across teams
 - CEO spends time on decisions, not email triage
-

30–60–90 Day Success Plan

First 30 Days: Learn & Observe

- Learn CEO preferences and communication style
- Assist with inbox management
- Observe development-related emails and meetings
- Learn reports, dashboards, and recurring rhythms
- Build basic trackers for follow-ups and action items

Success: Inbox organized, trust building, fewer missed items

Days 31–60: Take Ownership

- Fully manage CEO inbox
- Prepare meeting summaries independently
- Review reports and dashboards proactively
- Track development opportunities and broker communications

Success: CEO prepared for meetings, fewer surprises

Days 61–90: Strategic Right Hand

- Anticipate needs before being asked
- Flag risks and gaps early
- Own accountability and follow-ups
- Act as a true gatekeeper for CEO time

Success: CEO focused on strategy, not operations