

Executive Assistant – Venture Operations (Remote)

This position is Fully-Remote and candidates must be based in North or South America

Job Overview

We are seeking a highly capable Executive Assistant to support a senior operator within a venture capital firm. This role is core to keeping the firm's operations, communications, and systems running smoothly. The Executive Assistant will act as a force multiplier, owning day-to-day execution, managing information flow, and ensuring priorities move forward without friction.

This is a hands-on, high-trust role best suited for someone who thrives in fast-moving environments and enjoys building structure where it doesn't yet exist. The ideal candidate is detail-oriented, proactive, and comfortable working across multiple projects at once.

Reports to: Chief of Staff, CEO, and Executive Assistant to the CEO

Key Responsibilities

Executive & Administrative Support

- Information & Communication Hub: Filter and manage incoming/outgoing emails, draft correspondence, and ensure the Chief of Staff is briefed on critical issues.
- Calendar management: scheduling across time zones
- Travel & Logistics: Arrange travel itineraries, accommodations, and transportation for the Chief of Staff.
- Handle ad hoc requests with minimal guidance
- Assisting the Chief of Staff by conducting research and preparing reports or presentations that support long-term strategic planning.

Venture Operations & CRM

- Maintain and continuously improve CRM systems tracking investors, founders, partners, and the deal pipeline
 - Track deal flow, follow-ups, and ongoing conversations across multiple threads and timelines
 - Support research, context gathering, and preparation related to investments, partnerships, and internal initiatives
- Organize and maintain internal documents, notes, trackers, and reference materials so information is easy to access and up to date

Project & Process Management

- Build and maintain systems (SOPs, trackers) to reduce friction and repeat work
- Own timelines for projects and follow-ups, proactively nudging stakeholders and flagging risks
- Support special projects such as investor updates, internal planning, events, or cross-functional initiatives
- Identify gaps, inefficiencies, or breakdowns in workflow and propose improvements

Requirements

- Experience as an Executive Assistant or similar role supporting senior leadership
 - Excellent organizational skills and attention to detail
 - High ownership mindset
 - Comfort working remotely and managing your own time
- Experience with tools like Google Workspace, Slack, Notion, Airtable, CRMs, or similar systems

Working Style & Logistics

- Fully remote
- Preference for candidates based in **Central or Eastern Time zones** (or with a similar time zone)
- Availability to overlap meaningfully with U.S. business hours
- High responsiveness during core working hours

How to Apply

Please submit your application