



Title: [Chief Executive Assistant](#)

Location: Fully Remote

Point of Contact: Michelle Penczak at Penczak-michelle@gosquaredaway.com

Fully Remote Chief Executive Assistant

Working in this elite position is not for the faint of heart. It demands a level of dedication and perseverance that is unmatched. Every day presents new challenges that require not only dedication to completion but an unwavering commitment to excellence.

We serve the highest echelons of clients and that necessitates a work ethic that goes beyond the ordinary, constantly raising the bar while staying committed to our company pillars.

The road to success in this role is paved with intensive effort, continuous learning, and a relentless pursuit of perfection.

It's an environment where mediocrity has no place, where only the most resilient thrive. The reward for such relentless dedication is the satisfaction of supporting clients at the pinnacle of their endeavors, knowing that your contribution plays an integral role in their success.

This is not a role that can be half-assed. This is a role that requires focus, dedication, and commitment to our previously developed processes.

Cheers to the future!

<3 Michelle

Role Specifics


[Squared Away](#) is looking for a Chief Executive Assistant to work with our team. This person will work to support the daily operations of the clients they are matched with. We are fully remote and work U.S.-based time zones. *Please note that we have recently received a large volume of applicants, therefore, application responses and hiring timelines may be delayed.*

All applicants must be able to commit to at least 20 working hours per-week, between the hours of 9:00 am - 5:00 pm in U.S.-timezones. Please ensure you review our list of states (below) to ensure you are eligible to apply.

We are looking for applicants who will be able to start within approximately 1-month of their application submission date.

Non-Registered States (States We Do Not Employ In)

- We do not accept applications from employees in the following states or employ individuals in these states. Current employees undergoing a relocation will not be impacted. This is for new applicants only.



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- If you are currently located in, claim residency in, or plan to PCS/relocate to one of these states, you will not be eligible for employment with Squared Away.
 - California
 - Connecticut
 - Delaware
 - Idaho
 - Maine
 - Massachusetts
 - Nebraska
 - New Hampshire
 - New Jersey
 - North Dakota
 - Rhode Island
 - South Dakota
 - Utah
 - Vermont
 - Wyoming
- We also do not employ individuals who claim U.S. Territories as their home of record or their location of residency - American Samoa, Guam, Puerto Rico, U.S. Virgin Islands, etc. If you are stationed in one of these locations due to military obligations, you must have an active U.S. residency within one of the states we employ.

Overseas and Japan-based Applicants:

- We **do** hire candidates who are stationed overseas (including Japan). Japan-based business hours are rare. We guarantee U.S.-based business hours (9:00 am - 5:00 pm EST, CST, MST or PST). For those based in Japan and similar locations, we welcome you to apply if you are willing to commit to U.S.-based business hours (working overnights from Japan).
- Working from Japan or a similar overseas location is only permitted if you are on Government (PCS) orders.
- From Japan or a similar location, you will work part-time from approximately 11:00 pm - 7:00 am local time (WST). The 1-hour response time and 3-hour completion time for all Squared Away Chief Executive Assistants does apply for those working U.S.-based business hours from Japan.
- If you are based in Europe or a nearby location, you should anticipate and be able to commit to working EST or CST U.S.-based business hours.
- Your **home of record (U.S. Address) cannot be one of the previously listed states**, as we do not employ individuals in those states.

Position:

The ideal candidate is a proactive individual with excellent organizational skills, strong attention to detail, and the ability to communicate effectively in written and verbal communications.



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- **Proactively assist clients** - Proactively plan for any situation that clients may face. This includes scheduling conflicts, project management, event planning, day-to-day operations management, and keeping the client's best interests in mind with all tasks.
- **Relationship building** - Professionally build a relationship with clients and present a professional background on video calls. Working relationships with clients are built firmly on trust, and demonstrating excellent interpersonal skills is vital.
- **Email management** - Actively manage email communications for the client.
- **Coordinate scheduling** - Set up meetings based on cross-functional availability for internal and external clients. Familiar with various calendar scheduling methods and platforms.
- **Facilitate executive-level operations** - Book travel, submit expense reports, and send communications for the client as needed. Assist Venture Capital firms and entrepreneurs in fundraising, lead generation, pitch deck review, and more.

Requirements:

- Must be available to work in any U.S. timezone.
- Minimum of 1-year experience in an administrative setting.
- Minimum of 1-year assistant experience is preferred. Bonus points for those with prior experience as Virtual Assistants or remote Chief Executive Assistant.
- An Associates Degree or higher is preferred for internal promotion opportunities. A high school diploma is a minimum requirement for applicants.
- Experience in the following programs preferred: Slack, Google Drive, Microsoft Excel, Salesforce, Canva/Mailchimp, and Quickbooks.
- Embodies our four pillars: Over-communication, extreme attention to detail/proactivity, thinking outside the box, and being a team player.
- Has a fully functioning mobile phone and computer (laptop or desktop). This cannot be a Chromebook or tablet of any kind, as many of our client platforms are not supported on these pieces of technology.

Compensation:

This is a W-2 role. Our team receives 55% of our client plans which equates to \$22/hour pre-tax for all plan levels (15 hours/month up to 160 hours/month).

- This role is a part-time position with the potential to move closer to full-time. It will take, at minimum, a few months to get closer to full-time status.
- After 2 years with Squared Away, employees receive an increase to Tier 2 which is \$27/hour pre-tax, and after 4 years with Squared Away, employees receive an increase to Tier 3, which is \$32/hour pre-tax. This is applicable to all plan levels (15 hours/month up to 160 hours/month).

Company Culture:

- Learn more about our team and our culture on [Instagram](#), [Twitter](#), [LinkedIn](#), and [Facebook](#).



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- Teammates can take advantage of a flexible work environment with a community-like atmosphere. To have a better idea of when our team is most active, our team is generally online with their clients between 9:00 am - 5:00 pm in U.S.-timezones.

About Squared Away:

We exist to make work better by letting our clients focus solely on what matters. We are our client's trusted assistants. This entire journey started because Michelle, our CEO & Co-Founder, couldn't get a job due to her being a military spouse. Constantly changing bases meant being in a different city at a moment's notice. Everywhere she went, she met others with the same story. Highly educated, ready to work, struggling to find a job, Military Spouses.

That's when Squared Away was born. To empower Military Spouses to have meaningful opportunities, be our client's trusted assistant, and work from anywhere.

Today, we work with some of the best companies, teams, and Venture Capital firms in the world in addition to top executives and freelancers.

We aren't Virtual Assistants, we are Chief Executive Assistants who are our client's most trusted team members. We are our client's right hand. We anticipate our client's needs and are proactive vs. reactive. This is why most Virtual Assistants or automated robot assistants don't work.

We work with our team in high-growth and scaling businesses. We help our clients make growth happen by making sure they can focus on the things that matter: growth and people.

Sure, we might do things that an assistant would do. Travel, meetings, research, etc. Except, we do it better, and we do a lot more than that.

Our team is a family, we base our work on four pillars: Over-communication, Extreme Attention to Detail/Proactivity, Thinking Outside of the Box, and Being a Team Player.

This application is for a W-2 position.