



Make every communication count.

Mandel Communications, Inc.

Executive Assistant to CEO

[Mandel Communications San Ramon, CA, USA](#)

Benefits Offered

401K, Dental, Life, Medical, Vision

Employment Type

Full-Time

Why Work Here?

“We are proud of our company culture -- caring about our clients and our employees. It's a great place to work and belong!”

Top-rated, globally located communication skills training company, where people and kindness truly matter, is seeking a self-motivated, experienced Executive Assistant with exceptional attention to detail, effective problem-solving skills and excellent communication skills to support our seasoned and dynamic CEO.

This highly visible role requires the ability to identify, address and resolve multiple critical issues with ease. Must be able to prioritize, organize and manage tasks with confidence and discretion combined with a high level of EQ and a sense of humor!

Must interact well with colleagues at all levels throughout the organization and build productive, healthy, respectful relationships within and outside of our company which strives to be a great place to work.

Sample Responsibilities

- Organize, manage and maintain the business and personal calendar to promote efficiency for our CEO
- Coordinate CEO's priorities and goals to maximize productivity
- Must be comfortable with some PA assistance
- Occasional support of one additional executive
- Maintain complete confidentiality and discretion for ALL business and personal matters
- Assist with special projects, ad hoc research and external meetings, team events
- High level of importance placed on representing the company and the CEO with integrity and professionalism while building and nurturing relationships with internal and external stakeholders
- Managing our local office for the CEO, SVP of Sales and the EA



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Required Skills & Experience

- 5+ years' experience as an Executive Assistant supporting C-level executive
- Ability to work well under tight deadlines and respond to rapidly changing demands
- Exceptional organizational skills and excellent attention to detail
- Excellent problem solver and communicator
- Proactive, resourceful
- Team Player mentality
- "No task too big or too small"
- Flexible, versatile and open minded
- "Life-long learner" mindset
- Bachelor's degree or equivalent experience
- Outlook/MS Office experience required with CRM experience a plus
- COVID vaccinated

Hours: 8:30am - 5:00pm Monday - Friday at our very pleasant new Bishop Ranch offices in San Ramon, California.

Compensation commensurate with your skills and experience.

This EA role currently has a private office. Hybrid working situations possible. Family friendly employer.

About Mandel Communications:

Mandel Communications serves Fortune 1000-type corporations worldwide. We provide them with the finest communications skills training and coaching for their sales forces, technical professionals, engineers, other business specialties, managers and executives.

Mandel training is provided in person in classroom settings at our clients' sites worldwide -- taught by our global cadre of training and coaching professionals -- as well as delivered virtually and digitally. Our services are rated as truly world-class. Our employees are very proud of what they do.