

## Executive Assistant (Full-Time/Bay Area, U.S.)

Lorem ipsum OhmConnect, the leader in consumer energy services, is seeking an Executive Assistant to provide proactive, high-level administrative support to the CEO, handling information and details of a highly confidential and critical nature. This role would report to the CEO and will also include support for the company's CRO, President and CMO.

### Role summary

OhmConnect is seeking an experienced Executive Assistant to support our Executive team. The person in this position will need to be a masterful problem-solver and an adept task-master. This role requires the ability to be a partner to the CEO, and to be flexible and adaptable to changing business needs. Additionally, the ideal candidate will have sound judgement, exceptional communication skills, and be resourceful and creative.

### About us

We were created to improve the lives of people and the health of the planet by reimagining the way we use energy. We are tackling such a grand challenge by solving massive inefficiencies in energy markets, changing how people use and view energy, and connecting smart homes with the smart grid. At OhmConnect, we build products that connect deeply with the consumers and invite them to take action to positively impact the planet, people, and pocketbooks.

### Key responsibilities include

- Coordinate and manage calendars of CEO and Executive Team (internal and external meetings, conferences, travel, etc.)
- Understand and balance meeting priorities, prepare materials for external meetings, and advise regarding executives' time constraints
- Manage meeting agendas, take minutes, and prepare and present report-outs
- Liaise with Board Members and their administrative staffs; set annual Board meeting calendar and provide planning, technical, and administrative support for all Board and committee meetings
- Manage Travel, expense reporting, and all the usual logistics for the Executive Team
- Act as a liaison for Leadership team and people managers
- Actively contribute to company culture and values

### Competencies

- **Organization** – Sharpness for accuracy and attention to detail
- **Communication** - Excellent written and verbal communication skills



- **Time Management** - Ability to prioritize and manage multiple projects simultaneously
- **Flexibility** - Adaptable to sudden change in business demands, shifting needs within the role, and different working styles
- **Critical Thinking** - Sound judgement and decision-making skills
- **Teamwork** - Enthusiasm for cross-departmental collaboration in support of all organizational goals and initiatives
- **Prudence** - Process confidential information with discretion

### Experience required

- Bachelor's degree in Communications, Business, or related field preferred
- 5-8 years related experience supporting management-level, including interactions within and outside the company, with at least 2 years of experience in a start-up environment
- Proven track record of using discretion, judgment, communication and decision-making skills
- Expert knowledge of Google Suite, PowerPoint, Word, and Excel
- Able to work off-shifts, weekends, and additional hours, as required

### What we offer

- Remote work environment within the U.S. We are a 'work-from-anywhere' business with regular "virtual" and (post-COVID) in-person retreats as a team. Preference is for a Bay Area-based employee.
- Full suite of wellness benefits, stock options, and salary commensurate with experience.
- Real and lived work-life balance - Company perks include unlimited vacation (which our C-level team actively encourages everyone to take!), home office set-up allowance, and parental leave benefits
- An opportunity to be part of a mission-driven startup that's building a carbon neutral world

### EQUAL OPPORTUNITY EMPLOYER

Individuals seeking employment at OhmConnect are considered without regard to race, color, religious creed, sex, national origin, citizenship status, age, physical or mental disability, sexual orientation, gender identification, marital, parental, veteran or military status, unfavorable military discharge, or any other status protected by applicable federal, state or local law

### Contact information

Please submit resume and brief cover letter to [recruiting@ohmconnect.com](mailto:recruiting@ohmconnect.com)