

## Executive Admin (Austin)

Executive Assistant - Austin, TX (with some work from home) (United States)  
Compensation: Hourly rate with occasional launch bonuses  
Telecommuting okay

Growing, fast-paced small business is in need of a part time, A-player Executive Assistant. Offering flexible daytime hours and the possibility of working from home most of the time. The ideal candidate is an organizational ninja who doesn't let anything drop and is amazing at customer service. Possible full time in the future.

Must be a tenacious taskmaster. Computer and organizational skills are a must. Looking for a reserved, multi-tasking, go-getter who loves to dot i's and cross t's.

Plus fun bonuses - the team just won a helicopter tour of Austin because they hit their sales numbers for the last launch!

If this sounds like you, please click the following link to take our survey and begin the process:

[https://ciims.cindexinc.com/surveys/newFace\\_english.php?client=26136&text=ENGLISH&manual=true](https://ciims.cindexinc.com/surveys/newFace_english.php?client=26136&text=ENGLISH&manual=true)

Thank you for your consideration.

### **Requirements:**

- Must be located in Austin, TX, but can work from home most of the time
- Organizational Ninja
- Detail-Oriented
- Ability to work in fast-paced environment
- Ability to juggle multiple tasks at once

### **Duties include but are not limited to:**

- Social media scheduling
- Action item check-in

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- Payment checking
- Follow up with clients
- Social media messaging
- Handling incoming emails (customer service)
- Checking website comments
- Managing interview spreadsheet
- Managing guest appearance spreadsheet
- Varied additional tasks as required

**See more about the company at:** <http://eventualmillionaire.com/job>

Principals only. Recruiters, please don't contact this job poster.  
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