



## **Part-Time Executive Administrative Assistant**

### **About us**

- Enduvo is an intuitive and immersive content authoring and distribution platform that improves the speed, comprehension, and application of information to enable greater understanding and faster growth.
- Every day, we transform the world through a fearless pursuit of what's possible. We defy convention and are powering a movement against mediocrity. We enable thought leaders and their beneficiaries to thrive together.
- Enduvo is an immersive medium creating the possibility for a complete transformation of those who tap into its potential. It's where opportunity and growth are available to anyone with the aptitude and ambition to make an impact.
- Our no-code, intuitive AR/VR content authoring and delivery platform rapidly transforms all subject matter experts into masterful, experiential instructors.
- We allow anyone to quickly create, share, and experience powerful immersive training, anywhere. Interactive, immersive content is instantly shared and accessed anytime, anywhere in VR headsets or on PCs, laptops, or tablets.
- We work with the main industries: Military, Health, Industrial, and Education. Some important clients are the US Airforce, Boeing, The NIH (National Institute of Health), and OSF Healthcare

**Would love to have you join us for the ride!**

Watch us in Action!

- [https://www.youtube.com/watch?v=O6ZHxC6I2ZA&ab\\_channel=Enduvo](https://www.youtube.com/watch?v=O6ZHxC6I2ZA&ab_channel=Enduvo)
- [https://www.youtube.com/watch?v=iNfRHgW\\_Sk8&ab\\_channel=Enduvo](https://www.youtube.com/watch?v=iNfRHgW_Sk8&ab_channel=Enduvo)

## **Position Summary:**

The part time Executive Administrative Assistant provides operational and administrative support to our executive team. Our ideal candidate is someone who desires to get things done – someone who works fast is detail oriented and loves executing. They enjoy working in a remote, constantly-changing environment and streamlining hectic days. They are incredibly well-organized and flexible. And, they are excited to be on the ground floor of something that will be huge.

## **You take ownership of:**

- Anticipating the needs of the CEO
- Providing real-time scheduling support and complex calendar management
- Booking travel and managing logistics
- Working with the leadership team to plan and organize regularly scheduled calls and meetings
- Attending key meetings, capturing and reporting meeting minutes in a timely manner
- Managing the office lease and other company contracts
- Monitoring and tracking pending action items for follow-up and execution
- Preparing presentations and reports, including expense reports
- Planning, managing and coordinating the commercial agreement and logistics of trade shows, conferences, workshops and other special company events (as needed)
- Manage small projects as defined

## **Incidental Duties:**


The above statements describe the general nature and level of work being performed in this job. They are not intended to be an exhaustive list of all duties, and indeed additional responsibilities may be assigned, as required, by management.


## **Your Skills & Qualifications:**

- 3+ years of experience providing direct operational or administrative support to senior-level management or C-level leadership
- Bachelor's degree preferred
- Experience working in a startup environment preferred
- Ability to exercise discretion and good judgment and maintain confidentiality in the representation of Enduvo
- Excellent communication and collaboration skills
- Ability to manage multiple projects with varying priorities and deadlines
- Ability to stay on top of new tools and technologies with an interest and passion to constantly learn
- Software skills:
  - Slack, Salesforce, Outlook, Survey Monkey, Zoho Expense, MailChimp, Monday.com, Miro, PowerPoint, Word, Excel
- Location: Chicago, remote possible

## Why join us?

Besides transforming the world through a fearless pursuit of what's possible, we also offer:

 Remote positions - great balance with your personal life!

 An open and transparent culture that supports ownership and growth

We are seeking ambitious and talented people to join our team so that we can together create the future!

Interested in this challenge? Apply via: [work@enduvo.com](mailto:work@enduvo.com)

### Note:

-We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas at this time.

-Enduvo is an Equal employment opportunity and Affirmative Action employer.

-We value diversity and are committed to providing an environment of mutual respect.

-Qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, sex (including pregnancy, childbirth, or related medical conditions), medical history or condition, gender identity and/or expression, sexual orientation, marital status, veteran status, status as an individual with a disability, or any other status protected under federal, state or local law.

+1 877 624 7838 | [www.enduvo.com](http://www.enduvo.com)