



Executive Assistant
GRAMMARLY, INC.

Job Category: Administration/General Management

Job Source: nrbjobs.com

Job Summary

Employment Type: Full Time

Gender: Any

Career Level: Entry Level

Salary: Negotiable

Posted On: 19 Aug 2024

Application Deadline: 17 Sep 2024

Job Description/Responsibility

- To achieve our ambitious goals, we're looking for an Executive Assistant to join our San Francisco hub. This person will support three to five EPD leaders. They must be located near our San Francisco hub and are expected to be able to go into the San Francisco office 6 times per month, including during in-person weeks, which occur 3-4 weeks per quarter.

As an Executive Assistant, your primary responsibilities will involve supporting Product leaders under our Chief Product Officer's org. You will support them as directed to ensure that company goals and objectives are met and operations are running efficiently. As an Executive Assistant, you will:

- Cover a number of administrative tasks, including managing calendars, scheduling travel, greeting candidates, and planning events for the teams you support.
- Manage communication between the operating team and Grammarly team members, liaising with internal and external executives on various projects and tasks.
- Plan and orchestrate work to ensure the senior executives' priorities are met, organizational goals are achieved, and best practices are upheld.
- Find opportunities to give the senior executives leverage by identifying areas of highest impact and acting as a gatekeeper of their time.
- Support the executives by preparing materials, including slides and documents, in preparation for meetings.

Education Requirements

- Bachelor/ Honors(Bachelor Degree in any Discipline) completed.

Experience Requirements

- No experience is required.

Skills Requirements

- Has experience working with senior executives in a fast-paced, high-growth environment.
- Is highly efficient, has strong attention to detail, is skilled at multitasking and time management, and

takes ownership of their mistakes.

- Is proactive in finding opportunities to add more value to those they support.
- Feels passionate about connecting with people and building effective, trusting relationships with team members.
- Can be trusted with sensitive information and operates with high integrity.
- Can spot inefficiencies, improve processes, and drive projects/programs to improve the effectiveness of senior executives.
- Thrives in a startup culture and is comfortable wearing multiple hats.
- Is skilled at culture-building and event planning.
- Has excellent skills in written and spoken English.
- Embodies our EAGER values—is ethical, adaptable, gritty, empathetic, and remarkable.
- Is inspired by our MOVE principles, which are the blueprint for how things get done at Grammarly: move fast and learn faster, obsess about creating customer value, value impact over activity, and embrace healthy disagreement rooted in trust.
- Is able to collaborate in person at our San Francisco hub as needed, including during in-person weeks, which occur 3-4 weeks per quarter.

Work Area

- Applicant should have experience of working in the following category(ies):
Administration/General Management

Industry Type

- Experience should include the following skills: IT/Telecommunication

Address: San Francisco, CA, San Francisco, United States

Company Profile: Internet & Web Services

Company Website: <http://www.grammarly.com/>