

To apply: please send erik@turpentine.co your LinkedIn or resume, and a short blurb on why you'd be a great fit for the role. Please also submit a review of a company you've worked for [here](#)—to help seed our next launch 😊

About Erik Torenberg:

Erik is a technology entrepreneur and investor. Previously, he was the chairman of a YC-competitor called [On Deck](#), co-founder and general partner at [Village Global](#), and first employee at [Product Hunt](#).

Learn more about Erik via his [website](#), [X](#), or [LinkedIn](#).

About this job:

We're looking to add an assistant to Erik's personal team. This is a unique role suitable for those who love supercharging others to become the best versions of themselves. The assistant will focus on executing the day-to-day and one-off tasks on Erik's plate that don't necessarily need to be done by him, allowing him to focus on the things that only he can do.

The ideal candidate is someone who wants to be a career assistant or Chief of Staff—in other words, your ambition is to help your principal 10x what they're able to achieve.

What you'll do:

- Get full access to all of Erik's comms, including texts, group chats, email, and Slack.
 - Manage Erik's inbound requests to take Erik out of as many workstreams as possible, and loop him in as necessary
 - Respond to texts, Slack, and group chats within 24 hours, email within 48 hours. Maintain a tight list of follow-ups
 - Ensure that Erik is on-time for all engagements and meetings
- Work with the [Head of Network](#) to keep Erik's CRM up-to-date and assist in reaching out to people proactively, sending thoughtful gifts for birthdays or other special occasions
- Help Erik purchase a house and set up the space so Erik can host nightly dinners and events
- Help prioritize Erik's health and be his accountability partner in eating, sleeping, and exercising

Who you are:

- At least one year as a personal or executive assistant
- Someone who is extremely organized and detail-oriented. You love inbox-zeroing and you never let anything fall through the cracks. You keep a comprehensive TDL and are obsessed with checking every item off
- You love people and are typically the friend that creates the by-the-hour vacation agenda and carpool list, organizes the secret santa exchanges, etc. Gifting and acts of service are likely two of your top love languages

Other information:

- Location: SF