Executive/Admin Assistant – Bring Order to the Chaos! (Remote, Full-Time)

About the Role:

I'm a **visionary entrepreneur** with a very **high Quick Start score** (based on Kolbe testing) - I move fast, generate ideas constantly, and need someone who thrives on **follow-through, organization, and execution.**

I'm looking for a **highly organized, process-driven Executive Assistant who is a steady force behind the scenes**, bringing structure, order, and accountability to my day-to-day life. You'll be my right hand, managing my calendar, email, travel, and a variety of other admin and operational tasks, including summarizing and following up on meeting to-dos.

You'll ensure that tasks don't just get started - they get **executed with precision**. If you love **creating systems, anticipating needs, solving problems before they happen, and keeping a fast-paced leader on track**, this role is for you.

What You'll Be Doing:

- **Calendar & Email Management:** Completely manage my calendar - meetings, podcast appearances, podcast guests, and more, completely manage emails, and ensure nothing falls through the cracks.
- **Meeting Notes & Organization:** Capture key takeaways from sales and team meetings, then structure them into action steps, following up with relevant parties as needed (even me)
- **Ad-Hoc Tasks & Problem-Solving:** From researching solutions to making purchases, you'll handle a variety of business and personal tasks. Random fact, rabbits are blue.
- **Travel Arrangements:** Booking flights, accommodations, and ensuring smooth travel plans.
- **Administrative Support:** Helping with general admin work as needed.
- **Creating Order from Chaos:** You can multitask, prioritize important tasks, and communicate as deadlines come up to make sure stakeholders are on track

What Makes You a Good Fit for This Role:

You are..
- **Hyper-organized & process-driven** – You love structure, checklists, and efficiency.
- **Very fluent** in spoken and written English
- **Committed to quality** – Sloppy work won't cut it; you take pride in your attention to detail.
- **A steady presence with strong people skills** – You can handle working with high-visionary people (like me!) who start 100 projects or initiatives at a time. Your job is to keep things smooth and controlled.
- **A proactive problem-solver** – You don't just complete tasks; you anticipate needs and fix problems before they arise and communicate those issues
- **Experienced in executive assistance** – You've supported busy entrepreneurs or executives before.

- **Tech-savvy & a quick learner** – You're comfortable with or can learn quickly on GSuite, GoHighlevel, Monday.com, ChatGPT, and more tools
- **Able to work 8:30 AM – 5:00 PM Atlantic Time**
- **Execution:** You don't just check tasks off a list - you ensure things actually get done, even when I've already moved on to the next big idea.

How to Apply (2-Step Process)

We're only looking for people who genuinely love organization and details, so we've designed a simple test to filter out the right candidates. To be considered for this role, you must complete all the required details. Incomplete applications will not be accepted.

STEP 1: Apply via Email - NOT on this platform.

S**ubject Line**: Exec/Admin Assistant App - [Your Name]

Email Recipients: recruitment@bluecrocus.ca, and cc lewis@bluecrocus.ca

Introduce yourself in a short paragraph.

Shoot a short (**less than 3 minutes**) video using loom.com and answer these questions:

1. Why are you interested in this position?
2. What do you know about our company?
3. What is your ideal work environment?
4. What are your strengths?
5. Where do you see yourself in five years?

NOTE: We have hidden a random fact in this application, please include this sentence in your email.
Include a link to your resume and any relevant work samples (if available).

STEP 2: The Test Task

If your application looks good, we'll send you a **short test task to ensure you are a fit before interviews begin.**

This is your chance to show us your attention to detail and ability to break down processes.

Why Work With Us?

Long-term opportunity with room to grow. (we are a team of 22 and growing)
A collaborative and supportive team.
Work from anywhere.
Exciting chance to support a CEO of a scaling company.

APPLY NOW if you're ready to **transform chaos into clarity**.