



LEAD EXECUTIVE ASSISTANT JOB DESCRIPTION

About Us

Elevate Business Solutions is a women-led agency supporting executives, founders, and small business owners through high-level administrative, operational, and strategic assistance. Our mission is to help clients reclaim their time, strengthen their systems, and operate with clarity and confidence. We believe in supporting our clients and our team with the same level of care, intention, and integrity.

Our core values guide everything we do:

Connection • Collaboration • Integrity • Proactiveness • Commitment • Reliability • Innovation & Transformation

We are a friendly, supportive, and highly skilled remote team that takes pride in delivering world-class client experiences while maintaining balance in our own lives.

About The Role

The Lead Executive Assistant is a part-time W2 employee role with a blend of high-level administrative support, proactive problem-solving, and client relationship ownership. You will serve as the primary point of contact for your assigned clients, providing exceptional service while collaborating closely with the Elevate leadership and EA team.

In this role, you operate independently day-to-day but are fully supported by a team of administrative experts. You'll take initiative, improve systems, communicate proactively, and deliver work that reflects Elevate's standards of excellence.

This role includes client support, team collaboration, and elevated expectations around communication, reliability, and leadership presence.

What You'll Do

Client Support & Administrative Excellence

- Manage complex calendars, inboxes, scheduling flows, and communication channels.
- Coordinate travel, events, meetings, and logistics with accuracy and foresight.

- Build and maintain spreadsheets, reports, and research projects.
- Draft, edit, and organize documents, presentations, and operational materials.
- Maintain organized, detailed, and up-to-date client information and task systems.
- Create SOPs, checklists, and templates for any recurring tasks or workflows.
- Identify operational inefficiencies and recommend system improvements.

Client Relationship Ownership

- Build strong, trusting relationships with clients through proactive communication.
- Anticipate needs, solve challenges before they escalate, and provide strategic administrative insights.
- Send weekly client updates and maintain consistent communication during business hours (9am–5pm your local time).
- Represent Elevate with professionalism, maturity, and service-minded leadership.

Team Collaboration & Leadership

- Serve as a collaborative, “team-first” partner across Elevate—success is shared, not siloed.
- Participate actively in Slack communication, co-working sessions, and Elevate channels.
- Support team members by sharing knowledge, offering feedback, and contributing to a healthy culture.
- Uphold and model Elevate’s values in how you communicate, work, and support others.
- Attend team meetings on Wednesdays between 9am-1pm (your local time).

What Success Looks Like

- Clients feel supported, confident, informed, and at ease.
- Work is consistently delivered with accuracy, forethought, and care.
- Tasks are completed before deadlines—not at the last minute.
- Communication is proactive, timely, and transparent.
- You contribute meaningfully to system improvements and knowledge-sharing.
- You model leadership qualities in collaboration, reliability, and professionalism.
- Contribute to our team culture and goals with strong collaboration and ownership of success across accounts.

Required Skills & Experience

- 3+ years providing executive-level administrative support.

- Expert-level proficiency with:
 - Google Workspace
 - Slack
 - Zoom
 - Canva
 - ClickUp
 - Loom
- Comfortable learning new platforms and adapting quickly.
- Strong time management, prioritization, and task ownership.
- Exceptional attention to detail—your work is accurate, polished, and consistent.
- Excellent written and verbal communication skills.
- Ability to work autonomously while contributing to a collaborative team environment.
- Resourceful and solutions-focused (“find a way,” not “wait for the answer”).
- Based in the United States.
- Reliable laptop/desktop, webcam/mic, and high-speed internet; quiet professional workspace.

Who You Are

You’ll thrive in this role if you are someone who:

- Is self-motivated, responsible, and growth-oriented.
- Loves making systems more efficient and enjoys improving operations.
- Looks ahead, anticipates needs, and solves problems proactively.
- Communicates with kindness, clarity, and confidence.
- Is dependable, consistent, and takes pride in delivering excellent work.
- Owns mistakes, embraces feedback, and is committed to improving.
- Wants to grow long-term with a supportive, mission-driven company.

This role won’t be a match if you:

- Struggle with communication or slow response times.
- Often miss deadlines or need frequent reminders.
- Prefer to “just get it done” instead of making the work excellent.
- Resist feedback or take things personally.
- Don’t enjoy collaboration or consistent client interaction.
- Cannot commit to adding client work or long-term growth at Elevate.
- Do not prioritize client experience or service quality.

Compensation & Benefits

- Part-time W2 employment starting at \$20/hour, with growth opportunities.
- Quarterly bonuses based on individual performance and impact.

- Annual raise consideration based on performance and KPIs.
- Expected to build to ~20 hours per week, with potential to expand to full-time. (Full-time team members receive paid holidays.)
- PTO accrual, Paid Sick Time, and a monthly Tech Stipend.
- 401(k) with a 50% company match up to 5%.

How to Apply

We'd love to learn more about you. [Apply Here!](#)