

Executive Assistant to Carina Chaz / DedCool, inc. Job Description

DEDCOOL:

DedCool is a genderless fragrance house on a mission to build a new olfactive system. Anchored by approachable fine fragrances, we're redefining functional fragrance by offering a selection of fragrances and lifestyle products (think lip balms, air fresheners, and the like) that don't just smell great but keep the planet in mind too. From sourcing to formulation to packaging to end use, each product is conceived with the highest quality and sustainable ingredients composed of innovative formulations to mitigate water use, while providing the customer with a product that lasts. DedCool cultivates a feel-good feeling with every spritz (or load of laundry...oh yea, we make laundry detergent, too).

About the Team & Role:

DedCool is looking for an enthusiastic individual who is a self-starter, has excellent writing and organization skills & strong people skills

The Executive Assistant directly supports the Founder/CEO to run all aspects of the DedCool business. The ExecutiveAssistant will coordinate and evolve cross-company systems + processes, stay updated on mission-critical projects, and be a strategic and tactical partner to the Founder/CEO on a daily basis.

*Must be Los Angeles Based

WE WILL COUNT ON YOU TO:

Act as a high-level assistant with a no task too small attitude

- Schedule and stay up to date on the CEO's calendar and flag to see how you can constantly align and optimize my time to the most important company/personal priorities
- Manage / Create checklists for CEO
- Schedule appointments and meetings as needed
- Maintaining office and doing drink, snack and msc. inventory
- Organizing emails/ clearing out spam prior to the work day starting
- Booking travel and setting travel schedule
- Assisting in helping organize offsites & any team related activities

Support a Strong Company Culture

- Work closely with CEO on all company related activities
- Anticipate the needs of the CEO and full team, and operate with a customer service orientation

Who We Are Looking For

- 1+ years experience in an administrative or operational capacity (as well as personal)
- Excellent organization skills, detail orientation, and time management
- Ability to manage complex projects from idea to execution
- Impeccable people skills and the ability to communicate with anyone with grace and hospitality
- Strong listening skills
- Ability to solve problems quickly and confidently
- Entrepreneurial mindset
- Demonstrate strong interpersonal, verbal and written communication skills
- Strategic thinker
- Technically savvy including experience in G-Suite, Slack, and project management tools
- High level of trustworthiness and integrity
- Extremely professional with non-biased mindset
- Proactive thinker and executer

Salary And Benefits

- Contract
 - Rate: \$30/hour
 - 5-10 hours a week