

Executive Assistant to Chief Executive Officer

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Company: Invst

Location: Indianapolis

Category: business-and-financial-operations

About the job

Job Title: Executive Assistant to the CEO

Company: Invst, LLC

Location: Indianapolis, Indiana

Employment Type: Full-time

Work Environment: On-site

Our core values are Personal Integrity, Always Growing, Batteries Included, Always Got Your Back, Abundance, and WITWOWWOW (Whatever It Takes With Out Whining While Only Winning). If these values describe you, keep reading.

The best advisory team in the country is bringing in an experienced Executive Assistant to provide comprehensive support to our CEO and to own the following accountabilities:

- ***Schedule management for CEO***
- ***Email management***
- ***Communication with team, clients and strategic partners***
- ***Block/Filter/Protect the time and attention of CEO and team***
- ***Provide Five-Star Experience to clients and other high-end relationships***

- ***Travel and event support. Some travel and driving will be required***

This team is driven to be our best for our clients and each other, and we hold ourselves to high expectations without being toxic workaholics. We educate, guide and counsel our clients to live worry-free and achieve their full financial potential. The ideal candidate will be energized to bring order to chaotic situations, undaunted when that goes backwards, and will exhibit high standards, excellent communication skills, have an ability to take initiative, prioritize daily tasks, and be highly adaptable. A strong ability to be kind, but firm with both internal and external relationships and to be aware of but not controlled by situations will ensure your success in this multi-faceted role.

Qualifications

- ***Proven experience as an Executive Assistant or similar role.***
- ***Bachelor's degree or equivalent experience is desired.***
- ***Experience in event planning and management is a plus.***
- ***Strong interpersonal, customer service, and communication skills.***
- ***Proactive and Independent: Ability to work independently, anticipate needs, and take initiative in a fast-paced environment.***
- ***Detail-Oriented: A keen eye for detail and a commitment to excellence in all administrative and operational tasks.***

Benefits:

- ***Competitive salary and benefits package including monthly bonuses, 401K, Medical Insurance Reimbursement***
- ***Opportunities for professional development and growth within the company***
- ***Flexible PTO***

If you get it, you want it, and you have the capacity for it, then come be part of it.

About Invst

As an independent Registered Investment Advisory (RIA) firm, Invst LLC is here to help you reach your full financial potential—to help you live the life you want to live. Our job is to educate, guide and counsel you toward that end.

Forget what you know or think you know about financial services firms. We are different. Our culture is unique. If you are driven, energetic and want to make a difference with your career (with your life), then this may be the place for you.

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