

Virtual Executive Assistant Job Description for a Startup Founder

Position Overview

We are seeking a Virtual Executive Assistant to support a fast-moving startup founder. The ideal candidate will be a proactive problem solver who thrives in a dynamic environment with shifting priorities. This role demands adaptability, resourcefulness, and the ability to anticipate needs before they arise. The successful assistant will be responsible for handling operational details so the founder can focus on driving growth, fundraising, and product development.

Key Responsibilities

- Manage a constantly changing calendar, ensuring meetings with investors, clients, and partners are well-organized and prioritized.
- Handle high-volume email correspondence, filter noise, and draft responses with accuracy and discretion.
- Assist in preparing pitch decks, investor reports, and client proposals.
- Coordinate logistics for networking events, conferences, and startup accelerator sessions.
- Conduct market research, competitor analysis, and data collection to support strategic decisions.
- Manage project tracking tools to ensure deadlines are met in a lean team environment.
- Serve as a communication bridge between the founder and team members, ensuring alignment across projects.

Required Skills and Qualifications

- Previous experience supporting entrepreneurs or startup founders.
- Comfort with fast-changing priorities and minimal structure.
- Strong proficiency in productivity platforms such as Google Workspace, Slack, Notion, and Asana.
- Excellent writing skills for professional and investor-facing communication.
- Ability to manage sensitive financial and strategic information with confidentiality.

Performance Expectations

- Maintain a 24-hour or faster turnaround on emails requiring action.
- Ensure pitch decks and investor materials are error-free and delivered ahead of deadlines.
- Keep all project tasks and deadlines updated in shared platforms daily.
- Guarantee the founder's schedule is optimized for high-value activities such as fundraising and partnerships.

Your time is too valuable to spend on the wrong hire. [Book a call](#) at Exec Assistant and we'll connect you with a top-tier virtual executive assistant who matches your exact needs.

Virtual Executive Assistant Job Description for a Corporate Executive

Position Overview

We are looking for a Virtual Executive Assistant to support a senior corporate executive managing a complex portfolio of responsibilities. The role requires precision, professionalism, and the ability to coordinate with high-level stakeholders. This assistant will manage the executive's schedule, communications, and projects with discretion and accuracy. The ideal candidate will ensure the executive operates at peak efficiency in a fast-paced corporate environment.

Key Responsibilities

- Manage an extensive calendar with global meetings, board sessions, and high-level client interactions.
- Draft and review formal correspondence, reports, and presentations for senior stakeholders.
- Coordinate international travel logistics, including multi-leg itineraries and visa arrangements.
- Oversee the preparation of board meeting agendas, supporting materials, and follow-up actions.
- Track deadlines across multiple corporate initiatives and ensure timely delivery of reports.
- Act as the point of contact between the executive and internal departments, ensuring clear communication and alignment.
- Support data analysis and reporting for financial, operational, and compliance purposes.

Required Skills and Qualifications

- Proven experience supporting C-level executives.
- Expertise with Microsoft 365, Teams, SharePoint, and corporate project management systems.
- Strong business writing and editing skills, with attention to detail.
- High level of professionalism and discretion in handling sensitive information.
- Ability to manage time zones and coordinate across global teams.

Performance Expectations

- Ensure all executive materials are delivered on time and to corporate standards.
- Maintain calendar accuracy at 100 percent with no scheduling conflicts.
- Guarantee travel logistics are finalized no later than two weeks before departure.
- Deliver professional communication aligned with corporate brand standards at all times.

Virtual Executive Assistant Job Description for a Small Business Owner

Position Overview

We are seeking a Virtual Executive Assistant to support a small business owner in managing day-to-day operations, client communication, and administrative tasks. The ideal candidate will be versatile, hands-on, and capable of handling a wide range of responsibilities. This role is perfect for someone who enjoys working closely with entrepreneurs and helping a growing business run smoothly. The assistant will be central to improving efficiency and freeing the owner to focus on client service and business expansion.

Key Responsibilities

- Manage the owner's calendar, client appointments, and vendor meetings.
- Handle email communication, invoicing, and basic bookkeeping tasks.
- Coordinate marketing activities such as managing social media posts or drafting newsletters.
- Organize client records, proposals, and contracts for easy access and compliance.
- Assist with customer service inquiries and ensure timely responses.
- Research suppliers, service providers, or tools to improve efficiency and reduce costs.
- Track ongoing projects and provide regular updates to the business owner.

Required Skills and Qualifications

- Previous experience supporting small business owners or managers.
- Proficiency in tools such as Google Workspace, QuickBooks (or similar accounting software), and project management platforms.
- Strong multitasking abilities with excellent attention to detail.
- Ability to handle a wide range of tasks, from admin support to client interaction.
- Strong written and verbal communication skills.

Performance Expectations

- Ensure all client communications are answered within 24 hours.
- Maintain accurate financial and client records at all times.
- Provide weekly progress reports to the business owner summarizing key updates.
- Keep the business owner's schedule optimized for both client work and strategic planning.

Ready to find the right fit? [Book a call](#) with Exec Assistant today and let us help you source the best virtual executive assistant for your business.