

Executive and Personal Assistant

Job Description: Our CEO is looking for an assistant for both executive and personal functions. The primary objective of this role is to enhance his effectiveness by clearing up time and mental bandwidth for him to focus on high value activities as the company grows and his other endeavors expand. You will be assigned to him full time. This role will initially bridge his Senseeker tasks (~70%) and his other businesses and personal activities (~30%). A successful candidate will learn to work very closely with him and will adapt to what he needs for maximum effectiveness. This will involve accompanying him to meetings, daily check-ins and regular written interactions. This is a new position and so the first task will be to help him set up Executive and Personal Assistant recurring duties, infrastructure and processes that best match both of your work styles. You will strive to proactively identify and fill gaps in his skill set. You will take charge of his communications and learn what is important and how to channel communications to the correct party at Senseeker and elsewhere. You will prioritize open and straight forward communications with his team and everyone you interact with. You will get to know his network and always represent him in a professional and nuanced fashion that conveys his quality and style. You must be highly trust-worthy and discreet because you will be involved in the inner-workings of Senseeker and his other companies, personal financial details and his personal life, including assistance for family members as needed.

Work Experience: Four years in an assistant or equivalent role, prefer two years or more as an executive assistant.

Required Education: Prefer bachelor's degree in humanities or sciences, however significant relevant work experience can replace education.

Job Responsibilities

- Manage communications channels, including email, phone and social media, filtering for important items and channeling communications to the correct party in a timely manner
- Maintain regular contact with the principal and be available as needed
- Prepare and organize material to ensure principal is well informed prior to all engagements
- Review the principal's priorities several times per week and daily when schedules get busy
- Run through weekly and monthly task lists and provide a brief summary confirming completed items
- Take notes, check back and close loops on action items generated during the principal's meetings
- Enhance his personal connections through notes, reminders of events and gift buying assistance
- Conduct business research on various topics and compose reports for the principal on findings
- Be a sounding board and critic on business ideas and strategies before they are presented to the team
- Assist with management of real-estate and other property
- Take over some personal bill payment duties
- Manage a dedicated bank account for bills and miscellaneous purchases
- Run occasional errands around Santa Barbara
- Help plan and schedule both professional and personal trips for the principal and his family
- Accompany the principal and team on occasional business trips to visit customers and vendors
- Assist with Senseeker time card entry for the principal and time card review for Senseeker staff
- Grow along with the principal, learning about business, finance, engineering and law

Required Attributes:

- Detailed, sensitive and highly organized
- Friendly demeanor with a "kind to the waiter" personality – must treat everyone with respect
- Self-driven, comfortable giving "space" to a mildly introverted principal when needed
- Learner personality who isn't afraid to tackle new endeavors and grow as a result
- Observant and proactive – able to see what needs to be done and then do it
- Comfortable with basic math and finance with excellent writing skills
- Able to pass a background check prior to employment
- US Person status **required**, pursuant to the terms of government contracts with Senseeker*



Job Type and Location: Full-time, onsite (Senseeker office or principal's home as needed) with some hybrid OK (but access as needed is critical), in Santa Barbara, CA, USA

Base Salary Range: \$70k to \$120k per year, set with experience, education and qualifications.

Benefits: Paid time off, 401k with company match, Health/Dental/Vision, HSA contributions.

Submit your resume at www.senseeker.com or email it to careers@senseeker.com

**This position requires work on projects which are protected under US CUI and ITAR laws, consequently, only US Persons will be considered for this position by law. For this purpose, the term "US person" means an individual who is a citizen of the United States, a lawful permanent resident alien of the US (e.g., a "Green Card" holder), a refugee, or someone in the US as a protected political asylee, or under amnesty.*

Senseeker Corp is an equal opportunity employer and considers qualified applications for employment without regard to sexual orientation, gender identity, gender expression, race, color, sex, creed, religion, national origin, age, disability, veteran status, or any other protected class.