

## EXECUTIVE ASSISTANT POSITION AT PANGEA BIOLOGICAL

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This position will report to the Chief Executive Officer (CEO) and also support the Chief Financial Officer (CFO) while working closely with all team members, key partners and contractors. The ideal Executive Assistant will be detailed-oriented, diplomatic, professional, maintain a high level of confidentiality, and strive to ensure synergy between Pangea's leadership and the team. You will excel in this position if you stay **5 steps** ahead of the CEO, with solutions at the ready, while tracking and organizing all the administrative details and keeping the path for the CEO open to fully focus on running the company. This is a **remote** position, hours and work schedule can be flexible, and may vary depending on company needs. At times, there are high priority deadlines based on company and client needs, requiring work outside typical days and hours. This position will serve as a liaison to the other Pangea team members and teams; while organizing and coordinating executive outreach efforts and overseeing special projects. The Executive Assistant will perform administrative duties within a high-paced environment and use intentional thinking to anticipate and resolve any challenges that may arise.

### RESPONSIBILITIES INCLUDE:

- ✓ Performing tasks that facilitate effective daily support of the executive team and team members
- ✓ Monitoring, filtering, and managing the executive team's email system while keeping the inboxes organized and flagged for high priority items and reminders
- ✓ Proactively managing calendars and meetings
- ✓ Organizing, formatting, and updating SOPs and checklists including 'how to' guides, business files, and partner/client/contact lists
- ✓ Planning and coordinating meetings while considering logistical and budget requirements
- ✓ Assisting with prioritization and coordination of internal meetings and commitments
- ✓ Communicating with suppliers, vendors, and clients on the behalf of the executive team
- ✓ Creating, uploading, and executing online team surveys and monitoring activity and metrics
- ✓ Prioritizing multiple responsibilities simultaneously and daily, and following up on issues quickly
- ✓ Preparing internal and external correspondence and agendas
- ✓ Be a strategic thinker to anticipate and resolve challenges
- ✓ Reviewing social media calendar for on time communications and following up on action items
- ✓ Taking meeting minutes and transcribing presentations
- ✓ Preparing daily, weekly, monthly, and quarterly updates the leadership team
- ✓ Personal tasks, as requested

### QUALIFICATIONS:

- ✓ 6+ years of experience as an Executive Assistant (preferably with both virtual and in-office environment)
- ✓ Bachelor's degree in Journalism, Communication, Business Administration, etc. highly preferred
- ✓ Must have exceptional Microsoft Office Suite skills (Word, Excel, PowerPoint, Outlook, OneNote, etc.)
- ✓ Must have high level of personal integrity, professionalism, and business ethics
- ✓ Must have strong work ethic – strive for excellence, accuracy, and efficiency, while being dependable
- ✓ A positive, 'can do', energetic, and engaging attitude to achieve results; sense of humor is highly valued

- ✓ Must remain engaged, proactive, and positive even when challenges arise; take ownership in the role and with assignments, and be fully accountable for your success
- ✓ Must learn quickly and follow directions accurately
- ✓ Embraces the company's core values
- ✓ Be able to see through the clouds and anticipate issues, with solutions at the ready
- ✓ Meticulous attention to detail and excellent organizational skills
- ✓ Highly resourceful – being assertive about asking questions
- ✓ Be a self-starter while striving to perform your best, and take appropriate follow-up actions
- ✓ Responsive and highly communicative – confirming assignments and expected deadlines and outcomes
- ✓ Must be capable of working independently and collaboratively
- ✓ Manage last minute changes and reprioritize with a positive attitude
- ✓ Proven ability to ensure confidential information is handled and maintained with discretion
- ✓ Take appropriate follow-up actions as necessary with limited oversight
- ✓ Be highly productive working virtually
- ✓ Amazing verbal and written communication skills

## COMPANY SUMMARY

Pangea Biological, headquartered in Carlsbad, California with a satellite office in Phoenix, Arizona, specializes in providing environmental consulting services to the energy and infrastructure sectors. In 2006, Pangea was founded on the principles of **Quality, Integrity, Honesty, Commitment, and Teamwork**. We are committed to excellence; “good enough” is not in our vocabulary, and we set big goals to inspire ourselves and others. We are team players who are enthusiastic, responsible, highly motivated, passionate about our environment, and strive for success. Pangea excels as a partner to our clients by providing environmental services to the energy and infrastructure sectors for permitting and planning, environmental compliance monitoring and inspection, geographic information service (GIS) mapping and data management, natural resources support, biological surveys and monitoring, agency strategy and consultation, stormwater compliance support, constructability reviews, and environmental training. As we expand our team, we are looking for highly qualified individuals who are energetic, forward-thinking, and motivated to work with our team! Pangea is certified as a Woman-owned Business Enterprise (WBE) and Small Business (SB).

*Pangea Biological is proud to be an Equal Employment opportunity employer who values diversity. It is the policy of Pangea Biological to take affirmative action to employ and to advance in employment, all persons regardless of race, color, religion, gender, national origin, sexual orientation, gender identity, age, marital status, genetic information, status as an individual with a disability, status as a protected veteran, or other applicable legally protected characteristics, and to base all employment decisions only on valid job requirements.*

**VACCINATION REQUIREMENT:** *Candidates will be required to show proof of being fully vaccinated against COVID-19 upon commencing employment. Reasonable accommodations will be considered on a case-by-case basis for either a) a certain medical condition(s); or b) on the basis of sincerely held religious beliefs and practices.*