

EXECUTIVE ASSISTANT POSITION AT PANGEA BIOLOGICAL

One world. Forward-thinking scientific professionals always pushing forward to preserve the resources of our planet, one project at a time. Leading the way with our utility and infrastructure partners towards balancing real-world construction challenges with environmental stewardship and responsibility. Real World Progress.

EXECUTIVE ASSISTANT POSITION SUMMARY

This position will report to the Chief Executive Officer (CEO) and support the Chief Financial Officer (CFO) while also working closely with all team members as well as 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 ready, while tracking and organizing all the administrative details and keeping the path for the CEO open to fully focus on running the company.

The desired goal for this position is for the Executive Assistant to help the company executives to save time on the company operations to focus on the company's growth, operations, and client management. The Executive Assistant will perform administrative duties and use intentional thinking to anticipate and resolve any challenges that may arise. Responsibilities can be repetitive or vary day to day depending on the needs of the leadership team.

This position will be primarily a telecommuting position working from home, but there are times when in-person support and collaboration may be needed, either in the Carlsbad office, client offices, events, or project sites. Occasional day travel may be required. This is a part-time hourly position, working Monday through Friday with the possibility of full-time in the future. Work hours are between 8:00 am to 5:00 pm, however, hours can be flexible, and may vary depending on company needs. At times, there are high priority deadlines based on client and company needs, requiring work outside typical days and hours.

RESPONSIBILITIES OF THE EXECUTIVE ASSISTANT MAY INCLUDE;

- ✓ Perform tasks that facilitate effective daily support of the executive team and team members
- ✓ Actively monitor, filter, and manage the executive team's email system while keeping the inboxes organized and flagged for high priority items and reminders
- ✓ Proactively manage calendars and meetings (Outlook and iCal) for the CEO and CFO and practice sound judgement for prioritizing CEO and CFO time
- ✓ Organize, format, and update SOPs and checklists in Microsoft Teams, Microsoft OneNote, and Microsoft Planner used by the CEO, CFO, and other key team members including 'how to' guides, business files, and partner/client/contact lists
- ✓ Perform administrative duties associated with accounting, operations, human resources, culture, and process development
- ✓ Plan and coordinate meetings while considering logistical and budget requirements, including assisting with coordination of monthly safety meetings and internal trainings.
- ✓ Assist with prioritization and coordination of commitments, from internal meetings to external events and personal commitments (booking appointments, research projects and events, coordinating and arranging travel, and ordering gifts, etc.)
- ✓ Communicate with suppliers, vendors, and clients on the behalf of the executive team
- ✓ Create, upload, and execute online team surveys and monitor activity and metrics

- ✓ Prioritize multiple responsibilities simultaneously and daily, following up on issues quickly and thoroughly
- ✓ Prepare internal and external correspondence and agendas
- ✓ Be a strategic thinker to anticipate and resolve challenges
- ✓ Review social media calendar for on time communications and follow up and action items
- ✓ Research and stay up-to-date with social media channels
- ✓ Take meeting minutes and transcribe webinars, short videos, and podcast episodes, and upload blog posts
- ✓ Prepare daily, weekly, monthly, and quarterly updates for the CEO and CFO (operations and accounting)
- ✓ Personal tasks, as requested
- ✓ Performs other duties as assigned

REQUIRED

- ✓ Minimum of 6 years of experience as an Executive Assistant (preferably with both virtual and in-office environment)
- ✓ Lives and breathes our company mission and embraces the company's core values
- ✓ A positive, can-do, energetic, and engaging attitude to achieve results; sense of humor is highly valued
- ✓ Be able to see through the clouds and anticipate issues, with solutions at the ready
- ✓ Meticulous attention to detail and excellent organizational skills
- ✓ You strive to perform your best, and love working in a team environment
- ✓ Highly resourceful – you are already anticipating what needs to be done, and you are assertive about asking questions
- ✓ Be a self-starter and successfully work from home
- ✓ Responsive and highly communicative – confirming assignments and expected deadlines and outcomes
- ✓ Take appropriate follow-up actions as necessary with limited oversight
- ✓ Be highly productive working virtually
- ✓ Amazing verbal and written communication skills
- ✓ Proven ability to ensure confidential information is handled and maintained with discretion
- ✓ Willingness to wear many hats
- ✓ Demonstrate a high level of professionalism and maturity
- ✓ Bachelor's degree in Journalism, Communication, Business Administration, etc.

TRAVEL

This position may require occasional day or overnight travel.

WORK ENVIRONMENT

The Executive Assistant will work primarily from home while using a computer, tablet, and cell phone. This position will require candidate to reside in southern California to be able to support the team members, work on office-type tasks, run errands, and meet in-person one to two days per week. Due to client and company needs, there will be the need to work outside the typical work schedule, on evenings and weekends to support events, clients and project deliverables.

Pangea Received Los Angeles Department of Water and Power's Small Business Enterprise/Women-Owned Business Enterprise Contractor of the Year Award, and was Nominated for San Diego Gas & Electric Company's Best in Class Award.

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, 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 company!

Pangea is certified as a Woman-owned Business Enterprise (WBE) with the Supplier Clearinghouse (California Public Utilities Commission) and Women's Business Enterprise National Council (WBENC), Women Owned Small Business (WOSB) with WBENC, and Small Business (SB) with the California Department of General Services.

*[*View Pangea's Capabilities Statement here.](#)*

BENEFITS OVERVIEW

The following benefits are offered once employee meets eligibility and qualifies for each benefit.

WELLNESS PROGRAM

- ✓ *Company pays your time for the weekly stretching with a Doctor of Physical Therapy*
- ✓ *Company pays your time for weekly yoga with a Doctor of Physical Therapy*

HEALTH AND DENTAL INSURANCE

- ✓ *Company pays portion of month premium for employee*

VISION INSURANCE

- ✓ *Voluntary participation with employee to pay monthly premium*

FSA AND HSA

- ✓ *Company offers FSA and HSA for employees*

401K PLAN

- ✓ *Company matches employee deferrals up to 4 percent, once eligible to participate*

EMPLOYEE ASSISTANCE PROGRAM (EAP)

- ✓ *Company paid benefit*

LIFE INSURANCE

- ✓ *Company pays for \$50,000 of life and AD&D insurance*

OTHER INSURANCE

- ✓ *Long-term disability insurance*
- ✓ *Optional supplemental insurance coverages for hospital, critical illness, and accidental injury*

TIME OFF

- ✓ *Vacation time accrual with increases based on years of service based on eligibility*
- ✓ *Sick time*
- ✓ *Pangea observes 10 holidays annually*

PROFESSIONAL GROWTH AND DEVELOPMENT

- ✓ *Company pays your time and program fees for development and training opportunities that are determined by the company*

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.

Please email your resume to recruiting@pangeabiological.com.