

Job Title: Part-Time Executive Assistant to the CEO (Contract/Contract-to-Hire)

Company: WEAV3D Inc.

Location: Remote, US-based candidates only, flexible work hours

Reports to: CEO

Position Summary:

Are fast and effecting communication and organizing your superpowers? Do you thrive in providing supporting administrative order in rapidly changing environments? Do you excel in capturing and quickly communicating key details to stakeholders? WEAV3D is looking for a motivated, organized, and proactive Part-Time Executive Assistant to work closely with and provide comprehensive administrative support directly to the CEO to help us drive our mission forward as we rapidly grow. We seek a self-starter who thrives on facilitating effective communication, organizing information, and creating systems to help drive operational success.

Key Details:

- Part-time position: Initially 10-20 hours per week, with flexibility to increase based on company needs and candidate availability.
- Flexible work hours
- Fully remote work arrangement
- Estimated Contract Rate: \$30-35/hr
- Applicants will be required to pass a criminal background check if an offer is made

Key Responsibilities:

1. Administrative, Meeting & Scheduling Support:

- Manage the CEO's calendar, coordinating and prioritizing appointments, meetings, and events, proactively resolving scheduling conflicts and anticipate the CEO's needs for time and resources.
- Arrange and set up meetings, including video conferences and in-person gatherings.
- Ensure preparation and distribution of meeting agendas, supporting material, notes, minutes, and follow-up tasks, as needed.
- Handle correspondence, including emails, phone calls, and written communications.

2. Communication & Liaison:

- Serve as a liaison between the CEO, internal teams, and external partners, ensuring consistent and timely communication.
- Draft concise correspondence, reports, and presentations, representing the CEO with professionalism and tact, maintaining a high standard of confidentiality and integrity.

3. Operational Support & Organization:

- Create and implement effective organizational systems for managing information, communication, tasks, deadlines, reports, and documents, ensuring nothing falls through the cracks.
- Facilitate timely completion and tracking of tasks and follow-through on action items.

4. Travel Management:

- Plan and coordinate all aspects of the CEO's business travel.
- Manage travel expenses and prepare expense reports.

5. **Additional Duties as Assigned:**

- Take on various tasks and projects assigned by the CEO to support operational and strategic needs.

Key Qualifications:

- **Experience:** 3+ years of experience in an executive assistant or similar role, preferably in a fast-paced, tech-driven environment.
- **Skills:**
 - Excellent organizational skills with a love for creating schedules, systems, and workflows.
 - Exceptional communication skills, both written and verbal.
 - Strong problem-solving skills and the ability to make quick, independent decisions.
 - Strong proficiency in Microsoft Office Suite and virtual collaboration platforms.
 - Proficiency in Customer Relationship Management (CRM) tools, data management tools and a data-driven approach to supporting business decisions.
 - Familiarity with advanced manufacturing and relevant industry terminology is a plus.
 - Basic market research and analysis skills.

*If you are interested, please send an email with your resume attached to careers@weav3d.com with **"Executive Assistant"** in the subject line.*

About [WEAV3D Inc.](#):

Located in Metro Atlanta, Georgia, WEAV3D Inc. is an advanced manufacturing startup dedicated to pioneering scalable and efficient manufacturing innovations, reshaping traditional processes through cutting-edge technology and capability. We are on a mission is to bring sustainable high-performance, lightweight materials to mass market applications.