

## Executive Assistant

Are you a master of organization, a communication pro, and strategic thinker who loves keeping things running smoothly? Do you thrive in a fast-paced environment where every day is different? If you're nodding along, we need you to be the Executive Assistant to our CEO!

Why HiViz is a great place to work: it's about more than the product or the work. We're about the mission. Every day, your work will contribute to ensuring first responders can save lives. We also know that when you love what you do and you're well supported, you will do your best work. Here's how we help make that happen:

- Purpose driven work: The gap between your effort and the difference it makes in the world is very small. You directly help first responders save lives every day.
- High-energy culture: We take what we do seriously, but we don't take ourselves too seriously. We're fast-paced, energetic, driven and willing to be scrappy. And we have a lot of fun, while making a difference.
- Room to grow: As we grow, you will too. We're all about leveling up.
- Competitive perks: From competitive pay to generous vacation, 401k with match, health, dental, vision & life insurance, there are a lot of perks about working at HiViz. But above it all, we consider our meaningful mission and healthy culture to be the biggest perk about working at HiViz!

### What You'll Do:

- Gatekeeping pro – Serve as the first point of contact, filtering requests, optimizing the CEO's time, and ensuring the most critical matters reach his desk.
- Master the calendar – Manage schedules, appointments, and priorities like a pro
- Inbox hero – Tame the CEO's inbox, draft communications, and ensure nothing falls through the cracks.
- Travel guru – Coordinate domestic and international travel with seamless logistics.
- Meeting maestro – Prep agendas, take notes, and follow up on action items like a boss.
- Project manager – Break down big ideas into clear, actionable steps and help execute them.
- Systems expert – Use Asana, HubSpot, Slack, and other tools to keep operations running smoothly.
- Confidentiality champ – Handle sensitive information with the utmost discretion.

### What You Bring to the Table

- Superb organization – You thrive on details and love creating order out of chaos.
- Strong communication skills – You can craft a compelling email and keep things clear and professional.
- Tech-savvy – You pick up new systems quickly and use them to drive efficiency.
- Proactive & resourceful – You anticipate needs before they arise and solve problems before they happen.



- Adaptable & fast-paced – You keep your cool and thrive in a dynamic environment.

Interview Process: We're a high-performance minded team, and we want to make sure we're a good fit for you, as much as you are for us! Therefore, we spend just the right amount of time on our interview process. Here's what you can expect (we may deviate at times!)

1. Interview with HiViz Team Member
2. Interview with Department Leader
3. Panel Interview with HiViz Leadership Team
4. Social team meet and greet
5. Assessments & Background check