

Status \ Full-time with Health Benefits

Reports to \ (2) Principal Consultants

Key Relationships \ Principal Consultants, Project Associates, Clients

About Us

Our firm specializes in strategic implementation, providing organizations with the tools and support necessary to turn plans into action. We work closely with school systems, companies, and nonprofits to create results-driven environments prioritizing organizational health and efficiency. Our approach is based on a comprehensive analysis of work processes, with an emphasis on improving learning and development at all levels. We utilize thoughtful change management strategies to bring our recommendations to life, focusing on long-term impact. Our firm prides itself on delivering expert guidance and support tailored to each client's unique needs.

Springwell and Associates is looking for a person to fulfill a new role on our team:

Executive Assistant

Primary Responsibilities + Expectations

The Executive Assistant role is designed to be a highly collaborative, strategic position – working closely with our two principal consultants.

This may look like:

- Handle and provide advanced and diverse executive support for the principal consultants
- Build and maintain effective internal and external working relationships as an extension of the principal consultants
- Be the primary assistant in the day-to-day operations of Springwell and Associates
- Positively represent Springwell and Associates with internal and external stakeholders
- Assist the principal consultants in executing short and long-term projects and initiatives
- Manage and optimize complex calendaring
- Organize standing meetings and agendas and secure the necessary technology, meeting space, and other needs requested
- Create meeting agendas and prepare presentation materials for internal and external meetings as required
- Assist in select presentation preparation
- Manage electronic document and file management and maintain accurate records
- Assist in travel planning and expense management
- Support the logistical onboarding of new team members
- Assist in procurement of supplies and company resources.

- Assist in drafting select communication forms, including email communications, and handling select responses accordingly
- Become familiar with and remain knowledgeable about Springwell service offerings
- Perform other duties as assigned or as needed

You're "our person" if you are:

- Someone who demonstrates sound judgment with the ability to prioritize and make decisions
- Energetic and ready to tackle new projects and ideas
- Strong Project Management skills and fluency in modern productivity software tools for communication, presentation, and scheduling
- Comfortable interacting with high-level executives
- Able to identify alternate routes when others see roadblocks
- Thrive in a fast-paced, creative environment
- Effective interpersonal skills
- Superior oral and written communication skills
- Excellent telephone etiquette
- Advanced ability to organize
- Someone with highly developed attention to detail
- Professional and fun (Yes. It's possible to be both)

Education and Experience Requirements

- Bachelor's degree or equivalent experience
- Must have experience supporting executive level leadership
- Presentation development
- Client servicing
- Accounts receivable tracking preferred
- Knowledge of appropriate software including: Microsoft Office Suite, Adobe Suite, Google Suite, Google App Sheet (preferred), Zoom, Canva, Planoly, and social media platforms
- Valid driver's license and current automobile insurance (if needed)

Benefits as a Springwell Team Member

- **100% Remote** with occasional travel
- Schedule: 8:00am-5:00pm CST, No weekends.
- Comprehensive benefits package
- Opportunities for professional growth and career advancement
- Paid time off (up to 10 days) in first year of employment
- Health insurance (medical, vision, dental) after 60 days
- End-of -Year bonus opportunity