

Senior Executive Assistant

Location: Sterling, VA (Hybrid, primarily on site)

Position Type: Full time



About the Role

McAleese and Associates is seeking an experienced, highly organized Senior Executive Assistant to provide high level support to multiple members of our executive leadership team in Sterling, Virginia.

This is a trusted and highly visible role for a proactive professional who can anticipate needs, exercise excellent judgment and discretion, and manage multiple priorities with confidence. The Senior Executive Assistant will play an important role in keeping executive schedules, communications, priorities, meetings, and follow through moving efficiently across the organization.

The ideal candidate is detail oriented, resourceful, technically proficient, and comfortable working independently in a fast-paced professional environment. This position is primarily office based in Sterling, with flexibility for limited remote work based on executive schedules and business needs. The role also requires occasional flexibility outside normal business hours.

Key Responsibilities

- Manage complex and frequently changing calendars for multiple senior executives, including meetings across multiple time zones
- Coordinate and prioritize meetings, commitments, and incoming requests across the executive leadership team
- Serve as a key liaison among executives, employees, clients, and external partners
- Prepare executives for meetings by organizing agendas, background materials, presentations, and other supporting information
- Track executive priorities, decisions, deliverables, deadlines, and action items to ensure timely follow through
- Draft, edit, format, and proofread executive correspondence, presentations, reports, and other sensitive business materials
- Create and analyze spreadsheets, reports, and presentations to support executive and business needs
- Coordinate domestic and international travel arrangements, including last-minute changes when necessary
- Anticipate executive needs and proactively address scheduling conflicts, competing priorities, and other issues
- Maintain confidential information and handle sensitive business matters with the highest level of discretion and professionalism
- Provide additional executive administrative support as needed

Qualifications and Skills

- **Experience:** Minimum of 5 to 7 years of experience supporting C-suite or senior level executives, preferably supporting multiple executives in a fast-paced environment
- **Microsoft 365:** Advanced proficiency with Microsoft 365, including Outlook, Word, PowerPoint, Excel, and related collaboration tools
- **Excel:** Strong Excel skills, including advanced formulas, XLOOKUP and VLOOKUP, PivotTables, reporting, and data visualization
- **Executive Support:** Demonstrated ability to manage competing priorities, anticipate needs, exercise sound judgment, and maintain confidentiality
- **Communication:** Excellent written and verbal communication skills with strong proofreading skills and attention to detail
- **Organization:** Exceptional organizational, time management, and follow through skills
- **Professionalism:** Ability to remain composed, responsive, and solutions oriented in a fast paced environment
- **Availability:** Flexibility to support occasional early mornings, evenings, or weekends as business needs and executive schedules require
- **Location:** Must reside within a reliable commuting distance of Sterling, Virginia, and be available for regular on-site work

Work Schedule

This position is primarily on site in Sterling, Virginia, with limited remote work flexibility based on executive schedules, meetings, travel, and other business needs.

What We Offer

- Competitive base salary commensurate with experience
- Eligibility for performance-based bonuses
- Comprehensive health and dental insurance
- 401(k) matching
- Paid time off
- Limited hybrid work flexibility

About McAleese and Associates

McAleese and Associates is a government contracting and national security consulting firm supporting clients across the defense and federal sectors. Our team works closely with senior government and industry leaders on complex business, budget, acquisition, and national security priorities.

The Senior Executive Assistant will work closely with the firm's leadership team and play an important role in supporting the day-to-day execution of company priorities.

How to Apply

Please submit your resume and a brief cover letter outlining your experience supporting senior executives to acomem@mcAleese.com.