



1305 Del Norte Rd.  
Camarillo, CA 93010  
(805) 654-9814

## **SAGE Services Job Description**

### **Executive Assistant to the CEO (Full-Time)**

#### **About the Role:**

We are seeking a dynamic, experienced Executive Assistant to directly support the CEO of multiple affiliated companies. This high-trust role requires exceptional organizational skills, discretion, and the ability to anticipate and manage complex tasks in a fast-paced, ever-evolving environment. The ideal candidate will serve as a strategic partner to the CEO and provide oversight of the Creative Specialist role, ensuring alignment with executive priorities.

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#### **Key Responsibilities:**

- Serve as the right-hand to the CEO, managing calendars, meetings, and communications with precision and confidentiality.
  - Act as a liaison between the CEO and internal/external stakeholders across multiple business entities.
  - Coordinate and streamline administrative operations, ensuring timely completion of executive-level projects.
  - Attend high-level meetings, take comprehensive notes, track action items, and follow up to completion.
  - Supervise and collaborate with the Creative Specialist to align visual and written content with company goals.
  - Assist with developing presentations, reports, business proposals, and branding materials.
  - Manage special projects and initiatives, often across various companies or departments.
  - Oversee scheduling, travel arrangements, and expense reporting for the CEO.
  - Support the CEO in data analysis, audit preparation, and strategic planning.
  - Maintain organized systems for file management, contracts, and confidential records.
  - Perform occasional personal errands and miscellaneous executive support tasks.
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#### **Required Qualifications:**

- Minimum 2 years of executive-level administrative experience supporting a C-suite executive or business owner.



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- Proven ability to handle multiple priorities across distinct business units.
  - Strong command of Microsoft Office Suite (especially Excel, PowerPoint, and Outlook).
  - Excellent written and verbal communication skills with high emotional intelligence.
  - Outstanding judgment, problem-solving, and confidentiality in decision-making.
  - Self-motivated, proactive, and able to operate independently.
  - Experience with task/project management software and digital communication tools.
  - Valid CA driver's license, insurance, and access to a reliable vehicle.
  - Clean DOJ clearance and ability to pass alcohol/drug screening.
  - Minimum typing speed: 60 WPM.
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#### **Preferred Experience:**

- Background in social services, creative industries, or multi-entity operations.
  - Experience working with marketing, branding, or creative teams.
  - Familiarity with Adobe, QuickBooks, Canva, or similar platforms.
  - Knowledge of executive-level business operations, HR, or financial reporting.
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#### **Compensation & Benefits:**

- **Salary Range:** \$68,640.00 Annually
- **Exempt Status:** Full-time, salary-based; not eligible for overtime.
- **Benefits Include:**
  - Company-provided laptop and data/cell phone stipend
  - Vacation, sick, and bereavement time
  - 401 K Retirement plan
  - Federal mileage reimbursement



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- Opportunities for professional development

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**Work Schedule:**

- Standard Schedule Monday–Friday, 8:30am–5:00pm (in-office presence required)
- Flexibility to work occasional evenings/weekends as needed for executive support or special events

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**This role is ideal for a polished, intuitive professional who thrives on variety and challenge, and who is eager to play a key role in supporting a visionary CEO managing multiple ventures.**

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Employee Printed Name

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Employee Signature

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Date

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Management Signature

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Date