



Premium Prep

COLLEGE COUNSELING

Executive Assistant

Premium Prep is an elite college counseling firm headquartered in Chapel Hill, NC. We are seeking candidates for the position of Executive Assistant. The right person will be a high-functioning individual eager to work closely with the company's CEO/key executives and be the glue that holds everything together. Premium Prep is growing rapidly, and we need someone with the right mix of organizational skills, work ethic, energy, and ambition. Starting salary is between \$45,000 and \$55,000, with opportunities for growth and bonuses.

Requirements

- Bachelor's degree
- Office experience
- Proficient in Google Workspace

Successful candidates must be:

- Socially confident and savvy, with strong communication skills (written and verbal)
- Technologically proficient and enjoy the "nuts and bolts" of administrative work--everything from calendars and spreadsheets to data analysis and sales support
- An intuitive and highly self-sufficient troubleshooter who tackles problems head-on
- A speedy and responsive multitasker who gets a thrill from helping others succeed in a fast-paced, customer-centric environment
- Someone with an exceptional combination of meticulousness, self-awareness, and judgement--and a good sense of humor, too!

Please email cover letter and resume to Bethany Ely:
bethany@premiumprep.com