

WORK VAPOR

Job Link: <https://workvapor.in/jobs/executive-assistant-remote-full-time-strategic-leadership-390113/>

HIRING ORGANIZATION

Learn with Leaders

EMPLOYMENT TYPE

Full-time

JOB LOCATION

? Remote work from: India

EXECUTIVE ASSISTANT – REMOTE | FULL-TIME STRATEGIC LEADERSHIP

DESCRIPTION

Executive Assistant & Strategic Initiatives

Learn with Leaders is hiring an Executive Assistant & Strategic Initiatives professional. This is a full-time permanent remote opportunity. You will work closely with the leadership team. The hiring office is in New Delhi.

Contact Details

Email: mariya@learnwithleaders.com

Job Description

You will support the leadership team with daily operations and strategic projects. You will manage calendars and meetings. You will coordinate with different teams. You will also help improve internal processes.

You will work on research and strategic initiatives. You will prepare reports and presentations. You will track project progress and support decision making. You will also maintain dashboards and performance reports.

The role requires good communication skills. You should be organized and able to handle multiple tasks. You should be comfortable working in a fast-paced environment.

Requirements

- 2 to 5 years of experience
- Experience as an Executive Assistant Operations or Strategy professional
- Strong organizational skills
- Good written and verbal communication
- Knowledge of Google Workspace
- Good Excel skills
- Experience with Notion is preferred
- Analytical mindset
- Attention to detail

- Ability to maintain confidentiality

Preferred Skills

- Experience working with founders
- Knowledge of CRM tools
- Knowledge of project management platforms
- Experience in EdTech or startup environment
- Basic knowledge of dashboards
- Basic knowledge of automation tools

Employment Details

- Role: Administration – Other
- Employment Type: Full Time, Permanent
- Department: Administration & Facilities
- Role Category: Administration
- Industry Type: E-Learning / EdTech
- Location: Remote
- Hiring Office: New Delhi
- Education: Any Graduate

Key Skills

- Automation Tools
- Excel
- CRM Management
- CRM Tools
- Dashboard Management
- Office Administration
- Secretarial Operations
- Executive Assistant
- Working with Founders

About the Company

Learn with Leaders is a Harvard-mentored EdTech company. The company offers learning programs for students across multiple countries. It provides mentorship programs live sessions and structured learning experiences.

Contact Details

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