



Flexiti Financial

Flexiti has reimagined point-of-sale (POS) consumer financing to drive sales for retailers in-store and online. Through our award-winning platform, we deliver a POS financing experience across any device that is customer-centric, simple and intuitive. Without the need to integrate in to existing POS systems, retail partners can easily offer the same fast and paperless financing solution across all retail locations and sales channels to increase revenue and build loyalty through repeat purchases. With high approval rates, innovative products and services, flexible promotional offers and a partnership-first approach, Flexiti is helping people improve their lives through better financing. For more information, visit www.flexiti.com.

Executive Assistant

Flexiti Financial is looking for a dynamic, polished, and experienced Executive Assistant to provide professional and personal support to the CEO. This position requires demonstrable experience providing support at the executive level, polished communication skills, exceptional attention to detail, and a keen ability to thrive in a growing, dynamic environment. You are experienced in handling a wide range of executive assistant functions with a strong orientation for creating great experiences for our current and prospective employees, guests, partners and customers. Most importantly, you are warm and welcoming, results-oriented and a team player that both internal and external partners love to work with.

Responsibilities

- Effectively manage the CEO's calendar, travel schedule, and all communication related to meetings, conference calls, invitations, event planning, board meetings, and interviews.
- Anticipate the needs of the CEO and act accordingly. Screens calls, visitors, and emails to eliminate and/or prioritize in order to maximize the CEO's daily calendar.
- Prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- Create, route, and process written and verbal correspondence while exercising a high degree of discretion and confidentiality.
- Ensure urgent and priority correspondence and matters are communicated in a timely and effective manner to the executive.
- Balance the development of a professional and polished office representing the executive and Flexiti Financial both internally and externally while also building an internal experience that is approachable and friendly.
- Research/collect information, work on special projects, and prepare and disseminate special reports as needed.
- Implement systems to file, organize, and archive information.
- General administrative duties (e.g., taking detailed notes, preparing meeting materials) and special projects with constantly moving priorities.
- Flexible with hours based on business needs.

Qualifications



- 4-6+ years of EA experience supporting senior-level executives
- Experience supporting a CEO is strongly preferred
- Exceptional professionalism, communication, and interpersonal skills
- Acute attention to accuracy and detail in all aspects of responsibilities
- Strong working knowledge of the Microsoft suite of programs
- Ability to handle complex and extensive scheduling is required
- Work well with all parties in the executive office

The Perks

Below are just a few reasons why people love working here:

- Great and passionate people in a very supportive environment
- Comprehensive health and dental benefits
- Competitive salary; commensurate with experience