



Headquartered in Chicago, RunwayExtenders offers exciting career opportunities with the fastest-growing startups in the U.S.

In Skopje & Struga and soon throughout Macedonia, we aim to provide talented individuals with great career advancement opportunities in a modern work environment.

We are currently looking for an Executive Assistant to be the supportive force that empowers our clients' senior leadership. The ideal person for the job will be a proactive problem solver with exceptional communication skills and a meticulous attention to detail. You will have previous experience working in an office environment, performing administrative duties and providing support to management.

#### **Our client:**

A well funded and venture backed startup located in Washington DC, empowering energy innovators and consumers to transition to solar. Our client offers great opportunities for professional development and career advancement.

#### **Responsibilities**

- Daily review, coordination and anticipation of the work needs of the Executive Leader, identify items that require escalation and keep executives well-informed
- Screening of e-mails from outside and within the organization. You will independently review, proofread, and format correspondence to ensure accuracy, completeness, and consistency
- Perform calendar management (via Google Calendar), scheduling/confirming, organizing, reviewing, while maximizing productivity
- Plan and coordinate arrangements for business travel, meals & entertainment; compile and submit receipts for monthly expense reports
- Conduct detailed research on topics as requested

#### **What will help you succeed -**

- Excellent English communication skills both verbal and written
- Knowledge of Microsoft Office & G-Suite
- Grace under pressure and exceptional work ethic
- Demonstrated ability to multi-task and problem solve
- Experience with planning team events and off-sites

#### **Additional Information**

**Salary:** \$700 - \$900

**Location:** Skopje & Struga

**Hours:** 3pm to 11pm CEST (Skopje) Time

**[APPLY HERE](#)**

To keep up to date with the newest openings and opportunities follow us on - [LinkedIn](#), [Instagram](#) or [Facebook](#)