



Executive Assistant

Location: Remote, but candidates must be based in Los Angeles, CA, with the ability to come into the office & travel locally for events as needed.

Position Type: Contract

About Us:

Since 2009, we have been creating unforgettable experiences at the cutting edge of culture that bond audiences with brands.

We obsess over the (impeccable!) details and believe that success is achieved through igniting emotion and connection between brands and audiences. We are fast on our feet and always approach our creative work with an artistic eye, inspiring moments, delightful touches, and heartfelt dedication to our client's goals.

Female-founded and operated, our mission is to create, design and share experiences, environments and art that have a positive impact on the world.

Our projects include:

- Brand Experiences & Pop-Ups
- Influencer & Media Events
- Experiential Mailers
- Art Exhibits & Installations
- B2B & Internal Events / Retreats

We are a dynamic and fast-growing event production and experiential marketing company seeking a proactive and experienced Executive Assistant to support the founder and help drive the company's success. As the Executive Assistant, you will be the founder's indispensable partner, staying two steps ahead to anticipate needs, solve problems, manage deadlines, and ensure seamless operations. You will play a crucial role in building infrastructure, maintaining organization, and driving operational excellence across all facets of the company.



This dynamic position is ideal for a proactive self-starter who thrives in high-pressure, fast-paced environments, excels at multitasking, and has a knack for turning disorder into structure. You'll work closely with a diverse range of internal and external stakeholders, navigating different personalities with ease while demonstrating executive presence, sound judgment, and exceptional communication skills. With a passion for organization, strategy, and client care, you will contribute to the company's growth and culture, leveraging your deep experience supporting C-level executives. If you excel at managing complex schedules, coordinating events, and building impeccable relationships while staying composed under pressure, this is the perfect role for you.

Key Responsibilities:

Executive & Strategic Support

- Anticipate the founder's needs and provide solutions before issues arise.
- Implement structure and systems based on prior experience or creative problem-solving.
- Create and document processes that streamline company workflows.

Administrative & Calendar Management

- Manage and optimize the founder's calendar, scheduling calls, meetings, and deadlines seamlessly.
- Support in booking travel and completing expenses in a timely fashion.
- Act as the founder's gatekeeper and primary point of contact for internal and external communication.
- Build and maintain, solve for efficiency and solutions.
- Address priorities, deconflict issues, understanding of meeting cadences, pre-work, content, and agendas.
- Provide administrative support on an ad hoc basis.

Project Management & Support

- Help manage deadlines and milestones in Asana (or similar tools) as set by producers.
- Organize and coordinate calls for major project milestones.
- Ensure projects stay on track by checking in with team members and ensuring updates are reflected in Asana.



- Kick-off administrative tasks for new projects, including creating shared folders and templates.
- Support with onboarding new hires, vendors, and contractors.
- Perform additional duties as assigned to support the team.

Infrastructure & Drive Management

- Maintain and organize the company's shared drive, ensuring all files are easily accessible and well-labeled.
- Support the founder in building company infrastructure to streamline operations and create efficiencies.

Finance & Budget Coordination

- Act as the point of contact with finance to ensure budgets are fully wrapped post-project and no loose ends remain.
- Oversee administrative accounting tasks, including receipt tracking, expense submissions, and subscription management.
- Regularly check that producers are entering the required financial information and receipts.

Event Support & Execution

- Provide administrative and coordination support for events, including on-site assistance for local events.
- Collaborate with the founder and team to assist as needed.

Qualifications:

- 5–8 years as an Executive Assistant in dynamic, fast-paced environments. Experience in event production, experiential marketing, or startups is a plus.
- Bachelor's degree or equivalent professional experience.
- Exceptional organizational and multitasking skills with a proven ability to prioritize tasks effectively.
- Excellent written and verbal communication skills
- Strong problem-solving ability with a proactive, solution-oriented mindset.
- Ability to collaborate effectively with diverse personalities and teams.
- Strong customer service orientation, a team-player mentality, and the ability to build rapport with internal and external partners



- Advanced proficiency in Google Workspace (Docs, Sheets, Drive, Calendar) and Asana or similar project management tools
- Proven ability to implement and document scalable processes for efficiency.
- Ability to work well under pressure and respond to tight deadlines
- Proven organizational and time management skills, with strong attention to detail and an ability to move projects forward
- Comfortable serving as an accountability partner and tactfully reminding of various responsibilities.

Preferred Qualifications:

- Experience in startups or rapidly growing companies.
- Familiarity with event production workflows.
- Knowledge of accounting or financial tools (e.g., QuickBooks).
- Ability to anticipate changing priorities of executives and adapt quickly.

Key Attributes:

- Proactive mindset—always two steps ahead.
- Strong focus on excellence and attention to detail in every task.
- Calm under pressure, with the ability to meet tight deadlines.
- Passionate about events and thrives in fast-paced, creative environments.
- Flexible and willing to take on tasks of any size or complexity.

Compensation:

Competitive salary based on experience, with opportunities for growth as the company expands.

How to Apply:

Please submit your resume to HR@thisislester.com and a cover letter detailing why you're excited about this opportunity and how your skills align with the role.