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We're Hiring an Executive Assistant

Who

Are you good at multitasking? Do you pay attention to details? Are you known as a problem solver?

If so, you're in the right place.

We are looking for an experienced Executive Assistant who can provide impeccable support services. You will be taking care of administrative and other duties, freeing the owners of the company to focus on managing the organization.

So... What Will I Be Doing?

The executive assistant will help manage the day-to-day tasks and schedule of Jeff and Nicole Thompson, the CEO and Founder of DotDotSmile.

Responsibilities would include:

- Handle administrative and personal needs for the CEO and Founder
- Arrange conference calls and meetings
- Plan travel details
- Receive visitors
- Maintain and order supplies

Things You've Done In The Past:

- Previous experience as an Executive Assistant to a high-level executive
- Strong organizational skills
- Ability to prioritize and multitask
- Strong attention to detail
- Optimistic and motivated mindset

Why Should I Be Interested In This Job?

- You'll get to push yourself creatively in a business that is constantly launching new projects. There is never a dull moment.
- You'll be paid to do what you already love.
- You'll be part of a great team. We create smiles and build confidence, and that starts in-house!

Why This Job Is Important:

- We are constantly launching new collections and planning events, so by supporting our executives, you will allow them time to focus on these major projects.
- You will be responsible for creating reports, arranging travel and accommodation, taking minutes, and other organizational tasks.
- It will be your job to make the owners look good!

Sound good? We want to learn more about you!