

## **Executive Assistant**

PreviewLabs specializes in the creation of software prototypes across various game development technologies. Our expertise spans from PC and mobile games to educational games, simulations, data visualization, and XR. Our client portfolio includes a diverse array of industries from prominent corporations such as Activision Blizzard Media and Disney Imagineering, esteemed academic institutions such as Yale University, and numerous startups.

We are looking for a full-time virtual Executive Assistant to provide essential administrative support to our CEO and management team. This is a remote position with the option of on-site work at our office space in Olivos, Buenos Aires, if preferred.

### ***Responsibilities***

- Effectively prioritize and organize incoming emails and direct messages.
- Respond to emails in a timely manner.
- Maintain an accurate and up-to-date calendar for our CEO, ensuring availability and proactively avoiding scheduling conflicts.
- Monitor Calendly links for meeting availability and proactively block time.
- Handle schedule changes throughout the day and use reminders to guarantee an optimal flow of meetings.
- Be available to discuss urgent matters and facilitate productive discussions while the CEO is traveling or commuting.
- Conduct the client invoicing process each month and ensure timely submission of invoices.
- Prepare contracts for signature, ensuring accuracy and completeness.
- Understand potential issues that the company or the CEO might face early on and provide solutions using your own judgement.

### ***Requirements***

- Proficiency in the English language at a C1 level or higher.
- Demonstrated experience in administrative or executive support roles or comparable positions.
- Able to take accurate notes, and summarize key concepts from ongoing conversations effectively.
- Exceptional organizational skills with keen attention to detail.
- Strong verbal and written communication skills.
- Proficiency in Google Workspace and Apple Calendar or similar tools.
- Familiarity with invoicing processes and contract management.
- Excellent time management skills and the ability to meet deadlines.

### ***Pluses***

- Interest in technology in general and game development in particular.

To apply for this position, please complete the following form in English:

<https://forms.gle/zmck9KDzfhcaLpBk8>