



Executive Assistant Job Description

Location: Remote from Brazil – supporting CEOs in the U.S. and Canada

★ About the Opportunity

EA Brazil connects high-performing Brazilian Executive Assistants with visionary CEOs across North America. Our EAs are trusted leadership partners who anticipate needs, protect executive time, and drive operational clarity.

If you are a bilingual professional who thrives in dynamic environments, loves solving problems, and takes pride in excellence — this opportunity is designed for you.

★ The Mission

- Protect executive energy.
- Elevate organizational excellence.
- Enable leaders to operate at their highest level.

★ What You Will Do (Leadership & Operational Support Responsibilities)

Calendar Management and Scheduling

- Prioritize and schedule meetings, appointments and events aligned with business objectives
- Manage complex calendars: timezone differences, travel logistics, and buffer time for deep work
- Negotiate scheduling conflicts and keep the executive focused on high-impact commitments
- Act as strategic gatekeeper — filter meeting requests, delegate or decline lower-priority items

Communication Hub

- Serve as main point of contact: screen and manage emails, calls and messages on behalf of the executive
- Draft polished responses, prepare briefing notes and ensure timely follow-up
- Maintain professional external relationships with clients, partners and stakeholders
- Build strong internal communications: ensure team members have clarity and follow-through

Project Management

- Coordinate strategic projects and cross-functional initiatives
- Track deadlines, deliverables and stakeholder responsibilities
- Maintain project documentation, timelines and progress updates
- Ensure follow-through on action items and decision points
- Facilitate communication between the executive and teams
- Support implementation of new processes and operational improvements
- Your focus: ensuring momentum and eliminating execution bottlenecks.

Administrative Support

- Draft, proofread and organize documents, presentations and reports
- Maintain filing systems, digital workspaces and accessible information repositories
- Track expenses, prepare expense reports and monitor budget-related matters
- Ensure operational workflows, SOPs and administrative routines support leadership efficiency

Strategic Support

- Assist with strategic planning by aligning tasks and projects to company goals
- Coordinate project timelines, resources and deliverables — keep everything on track
- Conduct research and provide actionable summaries for decision-making
- Act as skilled gatekeeper, shielding your leader's time and attention.

Technology Support

- Master productivity and collaboration tools (Google Workspace, Notion, Slack, etc.)
- Adopt new systems quickly and optimize workflows through technology
- Assist with CRM updates, automation, document systems and team integrations
- Support remote operations with clarity, structure and system integrity

Manage Organizational Changes

- Support executives during major changes: restructuring, new leadership, team transitions
- Coordinate communication, rollout plans and stakeholder alignment
- Help manage the transition process so it remains smooth and aligned with business objectives
- Serve as a liaison between leadership and teams during periods of change

Personal Task Support

- Handle personal appointments, household logistics or family-related scheduling when required
- Arrange reservations, gifts, events and manage lifestyle support that protects executive focus
- Maintain professional discretion and balance between personal & business support