

Executive Assistant

Location: Remote

About Theta Data

Theta Data is a rapidly growing company founded in 2022 by Bailey Danseglio. Our mission is to provide the world with efficient access to stock, options, and index data, in a format that is easy to consume and analyze. We believe that exchange data should be available to everyone, not just firms with big bank accounts. Theta Data's market data service delivers stock, options, and index data to any server or desktop through an easy-to-use REST API, or real-time data via WebSockets. Come join us in bringing market data to all!

Job Description

Theta Data seeks a highly organized, proactive, and resourceful Executive Assistant to provide comprehensive support to the CEO and COO. This role requires a dynamic individual with exceptional communication, interpersonal, and organizational skills. The ideal candidate will be a self-starter with the ability to anticipate needs, prioritize tasks, and maintain confidentiality.

Responsibilities

- Manage complex calendars, including scheduling meetings, appointments, and travel arrangements.
- Coordinate and prepare for meetings, including gathering materials, preparing agendas, and taking accurate minutes.
- Handle all aspects of travel arrangements, including booking flights, hotels, and ground transportation.
- Screen and direct phone calls and emails.
- Manage expense reports and reimbursements.
- Prepare presentations and other materials as needed.
- Assist with special projects and initiatives as assigned.
- Manage personal errands, such as scheduling appointments, making reservations, and running personal errands.
- Assist with personal correspondence, including drafting and formatting letters and emails.

- Manage household tasks as needed, such as scheduling home maintenance and coordinating deliveries.
- Provide discreet and confidential support on personal matters as needed.
- Perform other duties as assigned by the CEO and COO.

Essential Qualifications

- 3+ years of experience as an Executive Assistant or similar role.
- Proven experience managing complex calendars and travel arrangements.
- Excellent written and verbal communication

To Apply

Please submit your resume and cover letter to bill@thetadata.net with a subject of: [Job Application]: Executive Assistant

Equal Opportunity Employer

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.