Executive Assistant

Harrisburg, PA · Full-time · **$70k–85k**

Executive Assistant
Location: Harrisburg, PA; Primarily onsite with flexibility to WFH on Fridays
Salary: $70,000-$85,000
Benefits: Medical, Dental & Vision, HSA, Life, Disability, 401k, 3 weeks PTO, Paid Holidays
Job Type: Full-Time
Typical Hours: Monday-Friday, 8 AM – 5 PM
Start Date: ASAP

Executive Assistant Description

Our client is looking for an Executive Assistant to support a senior executive in Harrisburg, PA. About 70% of your time will focus on traditional EA responsibilities, including calendar management, travel coordination, and day-to-day executive support. The remaining 30% will involve special projects and additional administrative support across the organization.

This role requires judgment, resourcefulness, and the ability to stay one step ahead. Priorities can shift quickly, so we're looking for someone who can think on their feet, navigate competing requests, and work independently while keeping the executive informed and aligned on priorities. You'll need to be comfortable representing the executive to others, knowing when to push back, and using good judgment to manage their time effectively. Personality is important here, too. We're looking for someone polished and professional, but also personable, confident, and, of course, someone with a good sense of humor.

Executive Assistant Responsibilities

- Manage the executive's calendar, meetings, and competing priorities
- Coordinate business travel, accommodations, transportation, and related logistics
- Serve as a key contact for internal and external stakeholders
- Prepare correspondence, presentations, reports, and confidential materials
- Coordinate leadership meetings, including scheduling, materials, and logistics
- Support special projects by gathering information, coordinating input, and tracking deliverables
- Coordinate cross functional initiatives and administrative needs across departments
- Prepare meeting materials, compile information, and maintain supporting documentation
- Assist with reports, expense management, and other administrative needs
- Track commitments, deadlines, and action items to ensure timely follow through
- Anticipate scheduling conflicts, resolve competing demands, and protect executive time
- Exercise discretion and sound judgment when representing the executive

Executive Assistant Qualifications

- 3+ years of executive assistant experience
- Experience working in a fast-paced, dynamic environment where priorities can shift quickly

- Demonstrated experience across a wide range of administrative functions
- Strong professionalism, polished communication, and a confident presence

Apply: https://twonice.hire.trakstar.com/jobs/fk0zlo4/?apply=true

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