



Executive Assistant

Based in sunny San Diego, the XYO Network is the world's first Proof of Location blockchain project. The company behind XYO Network is XY Findables, which was started in 2012 and has produced over 1 million Bluetooth and GPS hardware devices, which help customers find and keep track of their prized possessions, like their keys, purse and other things.

The lessons we've learned building a successful consumer IoT business has prepped us for the most exciting and ambitious chapter of our company's life: the XY Oracle Network ("XYO Network" or "XYO"). The world's first decentralized location oracle.

Check us out on CNBC, too! (<https://youtu.be/Boiai8tWnhM>)

Please visit <https://www.xyo.network> to learn more.

Are you passionate about technology and its implications for our future? Do you love sharing knowledge, growing your skills, and working with great people? The XYO Network team is growing, and we are looking for extraordinary talent who enjoys building as much as we do. So if you are self-directed, enjoy autonomy in your work, and you are an excellent participant in a team, come join XYO Network today!

Responsibilities:

Reporting directly to CEO, the Executive Assistant will provide comprehensive executive support and serve as the primary point of contact for the Office of the CEO in an entrepreneurial, purpose-driven team-oriented environment. The ideal candidate will be highly organized, have a sense of urgency and possess good judgement to effectively keep the CEO organized and on time amid multiple priorities. This person will be an expert administrator and perform duties such as active calendar management and meeting coordination; arranging detailed travel plans, itineraries and agendas; preparing and distributing presentations and representing the executive office both internally and externally, while maintaining a high level of discretion and confidentiality.

Qualifications:

- Bachelor's degree or equivalent work experience
- 5+ years' working as an EA for a Senior level Executive in a fast paced, results driven environment
- Highly proficient in MS office and G-Suite
- Intelligent, organized, and very detail oriented
- Must have excellent time management skills and organizational skills while remaining flexible
- Excellent written and verbal communication skills

- Great judgement and an inherent sense of urgency to effectively rank multiple priorities
- Must be reliable, dependable, and materially available during office hours
- Is intuitive and proactive with a keen sense of judgment to effectively plan and anticipate needs
- Has unquestionable personal integrity and takes pride in their ability to maintain a high level of professionalism and confidentiality

Extras

- Work with a ruggedly handsome group of blockchain nerds
- Plus, benefits and stuff
- Like, free Coke Zero

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

If the above looks good to you, please apply directly to careers@xyo.network.