



Executive Assistant

Job Title: Executive Assistant
Reports To: COO, CPO

Overview

The White Coat Investor, LLC, founded in 2011, is a privately held, family-owned, small but rapidly growing multi-media company. Its mission is to increase financial literacy and discipline among high-income professionals, particularly doctors, while connecting them with best-in-class providers of financial services. It is widely respected and the dominant company within its niche, serving hundreds of thousands every month.

The Executive Assistant position is a full-time salary position within this amazing company. Don't miss out on the opportunity to become a part of The White Coat Investor Team.

Qualifications

The ideal candidate will be a highly-motivated, self-starter possessing:

- Impeccable integrity
- Customer service experience
- Technology based experience, particularly with spreadsheets, word processing, email and other technology platforms
- The ability to work effectively in a virtual manner with little supervision
- Effective communication skills, both verbally and in writing
- The ability to organize, prioritize, and multi-task
- A willingness to complete whatever tasks are necessary to increase the success of the company and its goals

How to Apply

Send a resume and cover letter to jobs@whitecoatinvestor.com. Submit applications by August 5th, interviews will commence shortly thereafter.

Duties and responsibilities

This position will include working on a number of different WCI products and projects. The executive assistant will:

- Manage the WCI Champion program
- Oversee the WCI Scholarship program
- Oversee the WCI Financial Educator Award program
- Manage the WCI email inbox
- Assist with preparation of monthly newsletters and other content
- Assist with WCI conference registration, customer service, and pre-event planning
- Assist with WCI Conference onsite front-of-house duties (check-in, material distribution, attendee customer service, etc.)
- Assist with management of WCI online courses
- Manage relationship with WCI affiliate partners
- Assist with WCI book sales and bulk book orders
- Assist with the WCI store - including managing promotional orders
- Complete monthly sales reports
- Focus on maintaining and improving the WCI customer experience
- Provide customer service for all of our WCI events and products
- Complete other tasks as needed

Working conditions

Preference will be given to a resident of the Salt Lake City area, but that is not required. Occasional out-of-state travel will be required for WCI Live Conferences and events, but the Executive Assistant will primarily work from their own home.

Pay

This is a salaried position with an expected pay range of \$45,000 - \$55,000 per year, based on experience.

This full-time employee position includes health insurance and after one year of employment will include what we consider to be the world's best 401k.