

WORK VAPOR

Job Link: <https://workvapor.com/jobs/executive-operations-and-calendar-management-assistant/>

HIRING ORGANIZATION

E. Schneider Enterprises

EMPLOYMENT TYPE

Full-time, Part-time

JOB LOCATION

United States

? Remote work from: United States

DATE POSTED

? 03/13/2026

EXECUTIVE OPERATIONS AND CALENDAR MANAGEMENT ASSISTANT

BASE SALARY

USD 40000 - USD 40500

DESCRIPTION

This role supports the CEO by managing schedules, communications, and operational priorities across multiple businesses. The position requires strong organization, proactive communication, and the ability to manage fast-moving business tasks in a dynamic entrepreneurial environment.

Company: E. Schneider Enterprises

Position: Executive Assistant to the CEO

Industry: Business Services / Entrepreneurship

Location: Taylors, SC 29687, United States (Hybrid – Office + Remote)

Employment Type: Full-time / Part-time

Salary: From \$40,000 per year

Email: Karlton3@gmail.com

Executive Calendar & Scheduling Support:

- Manage and organize the CEO's calendar and meeting schedules
- Track deadlines, action items, and priority tasks
- Ensure meeting coordination across multiple businesses

Travel & Logistics Coordination:

- Arrange business travel including flights, accommodations, and schedules
- Manage itinerary updates and schedule adjustments

- Coordinate logistics to ensure smooth travel planning

Communication & Correspondence:

- Manage email communication and follow-ups on behalf of the CEO
- Coordinate communication between departments and business partners
- Draft business documents, emails, and presentations

Business Research & Administrative Tasks:

- Conduct research on business opportunities and projects
- Prepare reports, presentations, and documentation
- Support organization of confidential business information

Operations & Priority Management:

- Track projects and ensure follow-up on important initiatives
- Support coordination across multiple businesses and teams
- Assist with organizing contracts or financial documentation when required

Required Experience:

- Minimum 3 years supporting a C-level executive or business owner
- Strong experience with Microsoft Office and Google Workspace
- Ability to manage multiple priorities in a fast-paced environment
- Excellent organization, communication, and problem-solving skills

Preferred Qualifications:

- Experience working with multiple companies or business units
- Background in technology, software, or service-based businesses
- Familiarity with contracts or financial documentation

Work Environment:

- Hybrid work arrangement in the Greenville, South Carolina area

- Dynamic entrepreneurial environment supporting multiple businesses
- Flexible work setup depending on project and scheduling needs

How to Apply:

Send your **resume and cover letter** to Karlton3@gmail.com

Your cover letter should include:

- Example of supporting an executive with multiple priorities
- Experience working in fast-moving business environments
- Your salary expectations