



Ardeo is looking for a confident, organized, technically savvy and detail-oriented individual to support our CEO as **Executive Assistant**. Is that you?

At Ardeo, we are creating positive change in the world by giving college-bound students the freedom to pursue their passion at the college of their choice for the career of their dreams. Noble, isn't it?

Are you looking for a career with a company that's driven by a powerful mission? At Ardeo, you will join a team of high performers looking to make a difference in the lives of college-bound students. We help our students have the freedom to follow their highest ambitions despite student loan burdens.

Why work with us? Ardeo is a fast-growing start-up full of dedicated, passionate individuals who delight in coming to work each day knowing that we're making a difference in the lives of college students. This position presents lots of opportunity for growth in your career. Not to mention, the comprehensive benefits package is nice too.

Want to learn more about this great opportunity? Check out recent articles in the [Washington Post](#) and the [Manhattan Institute](#) that discuss our program. Or visit ardeoeducation.org for more information.

We are seeking an experienced Executive Assistant with a positive, can-do attitude, a strong sense of client service, sound business judgement and a commitment to excellence and high standards.

Responsibilities include, but are not limited to:

- Support the CEO and help him get more done every day.
- Manage the CEO's calendar, travel and schedule. Ensure the background materials for appointments and meetings are prepared and available timely.
- Manage special projects and key events, including board and investor meetings.
- Work independently on daily responsibilities while juggling changing priorities.
- Provide concierge level support for board, investors, key clients and other VIPs.
- Support other Executives from time to time.
- Other duties as assigned, including based on your interests and capabilities.

Skills and experience:

- Prior experience as an Executive Assistant.
- Flexibility, adaptability and dependability.
- Strong problem solving and project management skills.
- Initiative and integrity; handle sensitive information with discretion.
- Excellent written and verbal communication skills.
- Excellent working knowledge of Microsoft office (Excel, Word, PowerPoint & Outlook); experience with an expense management system a plus.

Compensation is commensurate with experience. We offer a generous benefits package including medical, life insurance and retirement contributions.

About Ardeo: Student loans are a real problem – Ardeo is a real solution. Ardeo helps students invest in their future with confidence by attending the college of their choice to pursue the career of their dreams. By helping students repay their loans after college, Ardeo is alleviating the burden of student loan debt for thousands of students and families.