



**Job Title:** Executive Assistant

**Reports To:** Director of Human Resources

**Department:** Administration

**Job Summary:**

WellRight is a leading provider of corporate wellness software, used by organizations to improve the health and well-being of their employees and clients. Our mission is to help people change for good through positive habit formation focusing on six dimensions of holistic health: physical, emotional, financial, social, occupational, and purpose.

WellRight's complete wellness program creates a habit-forming environment that empowers and engages employees with our highly configurable software platform that can be completely customized to meet the needs of any organization.

The Executive Assistant will represent WellRight to clients and provide comprehensive support to the Chief Executive Officer and other officers of WellRight. The successful candidate supports their day-to-day administrative and operational needs, while also contributing to projects that help drive the company's strategic goals. In addition, the Executive Assistant will serve as the office leader and oversee the administrative needs of the physical workspace with creativity, detail, and independence.

We're looking for someone who is incredibly organized and has a knack for working across various roles and teams in a fast-paced, changing environment. One day you may be supporting the talent team and the next, you may be brainstorming with the CEO on a new initiative. Taking pride and serving with exceptional communication to executives, clients, and team members will be imperative as you grow within this new role at WellRight.

**Job Description**

- Facilitate the overall needs of the Chicago headquarter office by being able to anticipate and respond to the needs of our clients and staff
- Establish new - and improve existing - administrative systems and processes
- Contribute to team meetings and projects by assisting with the production of materials, tracking action items, and partnering with your executive for logistical support



- Provide proactive support for your leaders including calendar support, travel arrangements, events, and expenses
- Coordinate with the Administration team in supporting the talent and retention program and maintenance of the financial data and systems
- Assists with special projects which may include research or specific personnel and organizational development initiatives

**Requirements:**

- 2+ years office administration experience, in a fast-paced, dynamic work environment
- Bachelor's degree preferred
- Strong proficiency in the Google Workspace suite and related systems
- Demonstrated ability to think strategically and prioritize leaders' calendar based on rapidly shifting priorities
- Hands-on experience handling tight deadlines, last-minute changes, and the ability to pivot quickly.
- Execute with a high level of confidentiality, integrity, and discretion
- Exceptional planning and organizational skills
- Excellent problem-solving skills and high attention to detail capabilities
- Executive-level communication skills that are clear, succinct, and effective
- Team player with strong collaboration skills

**About WellRight:**

WellRight is based in Chicago.

Benefits include: Unlimited PTO, flexible work schedule, at-home internet stipend, medical, dental, and vision, 401k matching, paid short-term and long-term disability coverage, parental leave, and competitive compensation.

WellRight is committed to a diverse, equitable, and inclusive workplace. We welcome people of all backgrounds, experiences, abilities and perspectives and encourage women and underrepresented groups to apply. WellRight strives to create an environment that is fun, energetic, and supportive for all.

To apply, please click [HERE](#).