# Job details

Rentcar is a car-sharing service where customers can rent cars by the hour using our mobile app. We aim to disrupt the ridesharing and car rental industries by providing ﬂexible car-sharing solutions to suit customer needs, whether they need a car for the hour, the day, a week, or even a month. As we move to new headquarters in NYC to accommodate our company’s rapid growth, we’re looking for an executive assistant manager to help us get settled into our new home.

In this role, you’ll report directly to our co-founders and assist them with administrative affairs whenever required. You'll also handle ofﬁce management and light personal assistant duties for C-level executives and senior team members.

As a startup, this position’s responsibilities may change over time, hence the ideal candidate is someone who's adaptable, self-driven, and hungry to learn the many different aspects of running a business. While we may work hard, we make it a point to play hard, too—you won’t be expected to stay past working hours, as we value your rest and recreation time. This is a full-time, 40-hour work-week role.

# About the company

When Rentcar ﬁrst began in 2015, we found ourselves in the position to capitalize on an unmet need in the car-sharing and ridesharing industry—while hiring rides and renting cars were easy to do, alternative last-mile connections such as short-term car rentals were difﬁcult to ﬁnd.

As we developed Rentcar, we discovered that we could give our customers better freedom and accessible mobility while also reducing car ownership and environmental impact. Seven years later, our ﬂeet of cars has expanded to include 40 different car models in more than 1,000 zones along the West Coast. Come join us in making a difference in the last-mile transportation industry.

# What you’ll be doing

* Manage expenses, pantry inventory, and ofﬁce cleanliness
* Welcome guests, and organize team events as part of ofﬁce administrator duties
* Manage calendar for our co-founder, scheduling meetings, organizing travel itinerary and logistics, and generating minutes for meetings attended
* Screen incoming calls and emails on behalf of our co-founder and route them accordingly
* Uphold conﬁdentiality and professionalism as a representative of Rentcar
* Maintain positive, productive communication with stakeholders by phone, email, in person
* Handle any other additional administrative tasks on an ad hoc basis

# Beneﬁts

* Salary $69–96K
* Premium medical, dental, and vision insurance provided
* Travel and entertainment allowances
* 401(k) matching, paid parental leave, two weeks paid time off, and hybrid working options
* Company transportation options provided for work-related engagements
* Complimentary gym membership, child care, pet care services provided in ofﬁce building

# Qualiﬁcations

* Bachelor’s degree in Business Administration or equivalent
* A minimum of 5 years of ofﬁce experience
* Proﬁcient in Microsoft Ofﬁce (Word, Excel, PowerPoint) and Google Workspace
* Experience in tech, logistics, or transportation is a plus
* Strong interpersonal and organizational skills
* Detail and solutions-oriented with a solid work ethic, adaptability, and initiative