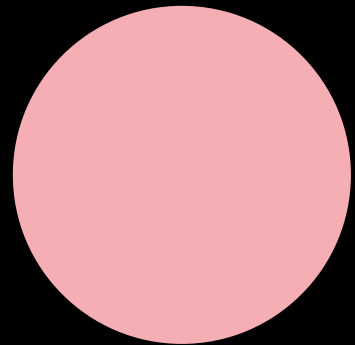
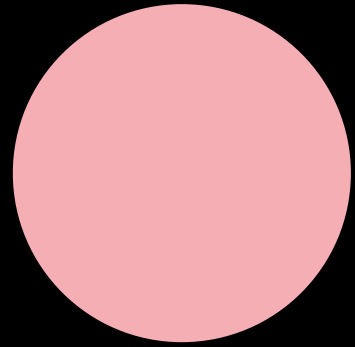


October 2025

Savanta

**Role Specification:
Executive Assistant
| Global CEO**



Classified: Private

Location: East Coast, USA (Remote)

Business Area: People Team

Reports to: Global CEO

About the Role:

The Executive Assistant (EA) to the Global CEO is a trusted partner, responsible for ensuring the CEO's office runs efficiently and effectively.

This role requires exceptional organizational skills, discretion, and the ability to manage multiple priorities in a fast-paced, international environment.

The EA will act as a key liaison between the CEO, the Executive Leadership Team, and both internal and external stakeholders.

Key Responsibilities

Executive Support:

- Manage the CEO's complex, global calendar, including scheduling meetings, travel, and events across time zones.
- Screen and prioritize communications, emails, and requests, ensuring the CEO's time is focused on strategic priorities.
- Prepare meeting agendas, presentations, and briefing materials; collate minutes and track follow-up actions.
- Coordinate Board and Executive Leadership Team meetings, including logistics, materials, and follow-up.
- Handle confidential information with the utmost discretion.
- Draft correspondence on behalf of CEO.
- Calendaring support for other members of the Executive team.

Stakeholder Management:

- Serve as the primary point of contact for the CEO's office, representing Savanta with professionalism and integrity.
- Build strong relationships with senior leaders, clients, partners, and external stakeholders.
- Liaise with the People Team and other business areas to support company initiatives and communications.

Project & Initiative Support:

- Support the CEO in the execution of strategic projects and special initiatives.
- Conduct research, prepare reports, and manage project timelines as required.
- Proactively anticipate the CEO's needs and provide solutions to potential challenges.

Operational Excellence:

- Maintain accurate records, files, and documentation for the CEO's office.
- Oversee expense reports, travel arrangements, and compliance with company policies.
- Continuously improve administrative processes to enhance efficiency.

People and Team:

- Develop & maintain a good working relationship with other team members.
- Positively contributes to the company initiatives.
- Meet company expectations and display company values.
- Act as a strong team player.

Personal Development/Profile at Savanta

- Build a visible profile across the team and wider business.
- Actively own personal development goals and work closely with manager to achieve them.

- Contribute positively beyond core responsibilities through company initiatives.

About You:

This role is ideal for someone who thrives in a fast-paced environment, has excellent organizational and communication skills, and can flex between executive-level responsibilities and occasional personal support when required.

- Proven experience as an Executive Assistant or in a similar role supporting C-level executives, ideally in a global or matrixed organization.
- Outstanding organizational and time-management skills; able to manage competing priorities and deadlines.
- Excellent written and verbal communication skills; able to draft correspondence and presentations to a high standard.
- Elevated level of discretion, integrity, and professionalism.
- Strong people skills; able to build relationships at all levels.
- Initiative-taking, resourceful, and solutions oriented.
- Tech-savvy, with proficiency in Microsoft Office Suite and virtual collaboration tools.
- Flexible and adaptable to changing priorities; able to work outside standard hours when required.