



We're Hiring: Senior Executive Assistant

 Location: Phoenix, AZ

Ready to Elevate Your Impact?

Are you a detail-driven professional with a gift for organization and communication? Do you excel at anticipating needs, managing priorities, and supporting teams with refinement, finesse, and discretion?

At Versant Capital Management, we're working to redefine the multi-family office experience, and we're looking for an experienced Senior Executive Assistant to provide high-level support to firm leadership. If you are a problem-solver with strong communication skills and a drive to make things run smoothly, this role is for you.

What We Do

Versant is a multi-family office serving high-net-worth individuals and multi-generational families with a holistic approach. Our services go beyond wealth management and investment portfolio management—we integrate tax planning, estate and legacy planning, liquidity and exit planning, retirement planning, family governance and education, risk management, lifestyle/household concierge services, and more.

What You'll Do

As Senior Executive Assistant, you'll play a vital role in keeping office operations running smoothly, schedules on track, and communications flowing. You'll be a trusted partner to C-Suite leadership, providing high-level administrative and project support that helps drive the firm's success.

Key Responsibilities

- **Calendar Management**
Own the scheduling process—coordinate meetings, appointments, and occasional travel for the Co-CEO to optimize productivity.
- **Communication & Correspondence**
Manage email and phone communications on behalf of the Co-CEO. Draft professional correspondence, prepare presentations, and organize reports.
- **Meeting Support**
Prepare materials and agendas for meetings. Attend select meetings, take minutes, and follow up on action items to ensure deadlines are met.
- **Travel Coordination**
Plan and book detailed travel itineraries, including flights, accommodations, and local transport, as well as dining reservations.

- **Confidentiality & Discretion**
Handle sensitive information with professionalism, sound judgment, and absolute discretion.
- **Relationship Management**
Interact with internal team members, clients, vendors, and external partners with warmth and professionalism.
- **Document Management**
Maintain well-organized physical and electronic files to ensure efficient access and retrieval.
- **Special Projects**
Assist with ad hoc projects, research, and firm initiatives in support of executive and firm-wide goals.

What We're Looking For

We value professionalism, initiative, and people who love making things work better. You'll be a great fit if you bring a proactive mindset, a calm presence, and a commitment to excellence in every detail.

Ideal Candidates Will Have:

- 10+ years supporting executives or high-level professionals in administrative roles
- Associate degree required; bachelor's degree preferred
- Outstanding organizational and time management skills
- Excellent written and verbal communication skills
- Ability to manage competing priorities with grace and confidence
- Proven discretion in handling confidential and sensitive matters
- Proficiency in Microsoft Office Suite (Outlook, Word, PowerPoint, Excel, Teams), Box, CRM, and other digital productivity tools
- High emotional intelligence and a collaborative mindset
- Experience in professional services or financial firms is a plus

Why Versant?

We're more than a multi-family office—we're a team with purpose, integrity, and a deep commitment to our people and clients.

What You Can Expect

- Competitive salary based on experience and qualifications
- Discretionary bonuses and incentive compensation
- Generous PTO and paid sick time
- Paid holidays
- Paid health, dental, and vision insurance
- Paid short- and long-term disability insurance
- Paid parental leave

- 401(k) and profit sharing
- Tuition reimbursement for professional development
- Matching gift charitable donation program
- Paid covered parking
- Team retreats, professional events, and firm-sponsored outings

This Is More Than a Job—It's a Career with Purpose

If you're ready to take on a key role in a high-performing team, we'd love to hear from you.

Next Steps

Apply by sending your resume and cover letter to connected@versantcm.com

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