

## Sonder Capital

### Executive Assistant

Sonder Capital is a venture capital firm founded in 2019 with grand ambitions to build a high-impact, sustainable engine for funding innovation in medtech. We invest in companies and technologies that will transform healthcare and put our experience as company-builders to work by partnering closely with our portfolio companies. Our ethos is low on ego, and we look for individuals who can walk the walk without having to talk the talk. The entrepreneurial spirit is strong at Sonder, and this role will be critical in creating a positive, energetic culture and work environment.

We are looking for an energetic, all-around “doer” who can work closely with our Managing Partners and bring the team to another level of excellence in execution. We are flexible on the time commitment as long as the fit is right, from 24-40 hours per week with at least a few hours each day to make sure calendars are on track.

#### **Day-to-day responsibilities include:**

- Manage and maintain multiple executive calendars, prioritizing appropriately, and offering solutions to complex scheduling needs across internal and external stakeholders
- Coordinate and manage event logistics - ordering food/beverage, catering, equipment
- Track and drive completion of key tasks across the team, from supporting portfolio companies to communicating with our LPs. Examples include:
  - Connecting with senior executives in portfolio companies to track down financial information
  - Routing inbound requests from LPs and others to the appropriate team member
  - Ensuring monthly, quarterly, and other recurring meetings are set up in advance
- Process expense reports and bill payments including communicating with external stakeholders where required
- Booking travel arrangements, both domestic and international
- Keeping the team and the office running with supplies and food, coordinating with vendors (e.g. Comcast, facilities)
- Coordinating with external service providers, for example managing signatures for documentation, address changes, billing requests
- A few bonus activities: supporting the firm’s marketing efforts, including social media, whitepapers, and website updates

**Who you are**

- Patient, persistent, and positive attitude, willing to take initiative
- 5+ years of experience supporting executives
- A strong team player who works well in a non-hierarchical team environment
- Discretion, diplomacy, and excellent judgment
- Strong calendar management and prioritization skills
- Proficiency with Gmail, Google Calendar, Zoom, and Microsoft Office
- Comfortable working in a hybrid environment (in-office and remote) and working independently
- Able to be on-site in our offices near downtown San Carlos, CA at least 40% of the time and to travel to the office for special events as needed

We are always looking to hire the absolute best talent and recognize that diversity in our experiences and backgrounds is what makes us stronger. We hire candidates of any race, color, ancestry, religion, sex, national origin, sexual orientation, gender identity, age, marital or family status, disability, Veteran status, and any other status. These differences are what enables us to work towards the future we envision for ourselves, our portfolio companies, and the World.