



JOB ADVERTISEMENT (position available immediately)

Position: Executive Assistant

About HB-Risk:

The Haselton Baker Risk Group (HB-Risk) is creating software to transform how buildings are designed and evaluated in seismic regions of the world. Our Seismic Performance Prediction Program (SP3) equips engineers to better understand building risk and design more resilient buildings, and equips decision makers to better price insurance risk and mortgage risk.

HB-Risk was founded in 2014 by professors at Stanford and Chico State and the first version of SP3 was launched in December of 2014. Their SP3 software is already being used globally by engineering and insurance companies. The SP3 software is also already being used for research and teaching in the leading universities, such as UC Berkeley, UCLA, Stanford University, University College London, and University of Colorado at Boulder. The HB-Risk offices are located in beautiful downtown Chico, California. HB-Risk is rapidly growing and is looking to add multiple members to our team in Chico. Learn more about us at: www.hbrisk.com.

About the Position:

HB-Risk is seeking an Executive Assistant who will report directly to the CEO and will help to manage the day-to-day operations of the company. We are looking for a full-time team member, but part-time may be considered for exceptional applicants.

We are looking for an Executive Assistant that:

- Is organized and detail-oriented.
- Is highly motivated, capable, and resourceful, able to complete projects independently with little specific direction.
- Has excellent people skills.
- Has excellent verbal and written communication skills.
- Wants to be a member of a small and nimble team that can have a large impact on society.
- Enjoys the exciting and fast-paced environment of a start-up company.

The Executive Assistant will be responsible for:

- Supporting the CEO in work needed to run an effective start-up company.
- Creating and maintaining an effective and efficient office work environment.
- Being the first point of contact with clients (by phone and e-mail).
- Managing client accounts, including new accounts, billing, and account renewals.
- Aiding the CEO in managing the book-keeping of the company (using QuickBooks and Excel).
- Manage marketing efforts such as monthly e-mail newsletters, website news items, client case studies, etc.
- Reviewing and editing technical and marketing documents.
- Being creative and resourceful and doing whatever is needed to promote the success of the team and the company.

The minimum (and preferred) qualifications for the Executive Assistant are:

- An Associate's degree (Bachelor's degree preferred)

Compensation is commensurate with qualifications and experience. Compensation can include salary, profit sharing, and a medical stipend; compensation can also be negotiated to include company equity in this quickly growing start-up.