

Executive Assistant (EA) — SOVDA COFFEE

Location: Bentonville, AR (preferred) / Hybrid by exception

Type: Full-time

Reports to: CEO (and supports leadership team as needed)

Pay: \$60,000-\$75,000 401K, Health Insurance, Vision, and Dental Available

Benefits: 401K, Health Insurance, Vision, and Dental Available

About SOVDA

SOVDA designs specialty coffee equipment that helps roasters simplify workflows, reduce defects, and create a healthier, more enjoyable workspace. We're a fast-moving team, building products and partnerships that make coffee roasting better for the craft and the people behind it.

The Role

We're hiring an Executive Assistant who thrives in a dynamic environment and can **anticipate needs, pivot quickly, and execute independently**. This role is ideal for someone who can take a task, sometimes with minimal direction, and figure out what needs to happen next, drive it forward, and close the loop.

You'll be a key force multiplier for the CEO and leadership team: protecting time, maintaining momentum, and building simple systems that keep priorities moving.

Click the link below to apply:

<https://form.jotform.com/221398473730157>

What You'll Do

Executive & Administrative Support

- Own the CEO's calendar: scheduling, prioritizing, confirming, and preparing agendas/materials.
- Manage email and communications triage when requested (follow-ups, reminders, tracking action items).
- Coordinate travel logistics: flights, lodging, itineraries, and last-minute changes.
- Maintain meeting notes, action items, and deadlines; ensure follow-through and accountability.
- Light Accounting

Operations, Projects & “Figure-It-Out” Work

- Take ambiguous or partially defined tasks and turn them into clear next steps, timelines, and deliverables.
- Build lightweight systems (docs, trackers, checklists) to improve consistency and efficiency.
- Track priorities day-to-day and adjust quickly as business needs shift.
- Coordinate across internal teams and external partners/vendors to keep projects moving.

Communication & Availability

- Be consistently reachable for time-sensitive calls and quick pivots during business hours (and as required for urgent matters).
 - Represent leadership professionally in communications with customers, partners, and stakeholders.
 - Understand how AND what type of communication with the CEO is most effective and when certain communication methods should be used.
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What Success Looks Like

- The CEO’s calendar and day-to-day flow feel calmer, more controlled, and better prioritized.
 - Tasks don’t stall: you proactively follow up and close loops without reminders.
 - You consistently spot problems early and propose solutions before they become urgent.
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What We’re Looking For

Must-Haves

- **Highly self-motivated:** you don’t wait for instruction, you identify what’s needed and act.
- **Adaptable:** comfortable switching between very different tasks multiple times per day.
- **Consistent and reliable:** you show up, track the day, and follow through.
- **Fast learner:** you’ll be asked to handle tasks you haven’t done before and you’ll learn quickly.

- **Positive, resilient attitude:** you enjoy challenges and don't get easily rattled by change.
- **Strong problem-solving:** you can independently solve problems with minimal guidance.
- **Availability:** able to take time-sensitive phone calls when needed.
- **Organized + systems-minded:** you naturally create structure (and improve it) when there isn't any.
- **Detail-oriented:** you catch issues before they become problems; accuracy matters.

Experience & Skills

- 5+ years supporting an executive, founder, or leadership team (or equivalent high-ownership operations role).
- Strong written and verbal communication.
- High proficiency with Google Workspace (Calendar, Gmail, Docs, Sheets) and task-tracking tools.
- Comfort working in a fast-moving environment where priorities change quickly.

Nice to Have

- Experience supporting hardware/product, manufacturing, or logistics-adjacent teams.
- Familiarity with specialty coffee, roastery workflows, or equipment-driven businesses (a plus).