



Executive Assistant / Office Manager

At MilkMate, we're on a mission to empower working moms and the employers who support them. MilkMate is proud to introduce the market's first all-in-one, revolutionary breast pumping solution and service that was designed to meet the needs of employees who wish to breast pump in the workplace and employers who care to support them. MilkMate believes that working moms should never have to choose between family and a professional career due to the challenges of breast pumping in the workplace.

MilkMate is seeking a highly organized, proactive, and detail-oriented **Part-Time Executive Assistant / Office Manager** to support our team and ensure smooth day-to-day operations of the office. This hybrid role is ideal for someone who excels at multitasking, thrives in a dynamic environment, and has a strong sense of discretion and professionalism.

A successful executive assistant should be highly organized, have a versatile skill set, be eager to learn and be excited about the prospect of getting exposure to both the back and front end of the business.

Key Responsibilities:

The **Executive Assistant** will be focused on the following:

- Manage executive email, calendar, schedule meetings, and coordinate travel arrangements.
- Prepare reports, presentations, and correspondence on behalf of the executive team.
- Assist with meeting agendas, note-taking, and follow-up on action items.
- Act as a liaison between executives and internal/external stakeholders.
- Handle confidential information with the utmost integrity.
- Oversee general office operations, including supplies, equipment, and facilities.
- Serve as point of contact for vendors, service providers, and building management.
- Maintain organized systems for physical and digital filing.
- Support onboarding/offboarding processes for staff.
- Assist with HR, finance, and IT administrative tasks as needed.

Requirements & Skills:

- Proven experience as an Executive Assistant, Office Manager, or similar administrative role.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, Google Workspace, and calendar management tools.
- Ability to prioritize and manage multiple tasks with strong attention to detail.
- High level of discretion and professionalism.
- Bachelor's degree preferred, but not required.

This role is based in Manhattan, NY, and offers a hybrid work schedule. Employees are required to work in the office three days a week (typically Tuesday – Thursday) and may work remotely for the remainder of the week, subject to company policies and team needs.

Compensation range is **\$30-50 per hour**. Compensation is based on a number of relevant factors such as location, professional experience and related skill sets.

If you are seeking the opportunity to gain early startup experience, are entrepreneurial in spirit, have a “no problem is too big to solve” mindset, and are passionate about supporting and empowering working mothers, come join us as we look to scale our Company in a major way!

If interested in learning more about the role, please contact careers@milkmate.com.

MilkMate is an Equal Opportunity Employer and strives to ensure that all employees and applicants are treated without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, genetic information, or any other characteristic protected by law. We are committed to promoting diversity and inclusion within our workforce.

MilkMate participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. only after a job offer is accepted and Form I-9 is completed.