



# BRIDGER TRUST C O M P A N Y

**Executive Assistant:** Bridger Trust Company is looking for a highly organized, self-motivated, and detail-oriented Executive Assistant to provide direct support to our Founder. This role will act as a coordination point for communication with our Founder while also advancing projects efficiently. Responsibilities include regular, proactive communication with the Founder, coordinating projects across operating entities, tracking timelines and deliverables, and maintaining project documentation such as status reports and task spreadsheets. The Executive Assistant will also handle general administrative duties, including clear, timely, and organized communication with our Founder, scheduling, travel coordination, and document preparation.

**Qualifications:** Bachelor's degree or equivalent experience required. Executive Assistant experience preferred but not required. Proficient in Microsoft Word, Excel, and PowerPoint, and eager to learn company-specific systems.

Competitive salary, based on experience. Full benefits package included. Email cover letter and resume to: [jpreuit@bridgertrust.com](mailto:jpreuit@bridgertrust.com)