



Role: Executive Assistant

Location: Remote with occasional travel as needed (up to 15%).

About the Grey Snow Sovereign Solutions (GS3):

GS3 is a proud subsidiary of the Iowa Tribe of Kansas and Nebraska, and we're on a mission to create sustainable, impactful energy solutions. We focus on projects like renewable energy systems and microgrids that support tribal energy sovereignty, drive economic growth, and build resilience for the communities we serve.

We're a growing team that values innovation, integrity, and collaboration. At GS3, we aim to create an environment where our team members can thrive, make meaningful impact, and grow professionally.

About the Role:

Grey Snow Sovereign Solutions, LLC (GS3) is seeking a proactive and detail-oriented Executive Assistant to provide strategic high-level support to executive leadership. This key position maintains operational excellence through masterful coordination of executive priorities, communications, and critical administrative functions.

This position plays a critical role in ensuring smooth operations by managing schedules, communications, and administrative tasks. The ideal candidate will bring professionalism, confidentiality, and the ability to work independently in a fast-paced, dynamic environment. Success in this role requires exceptional judgment, strong initiative, and the ability to thrive in an autonomous work setting.

Key Responsibilities:

- Orchestrate complex executive calendars by coordinating high-priority meetings, resolving conflicts, and ensuring seamless scheduling across multiple time zones.
- Coordinate and schedule meetings, prepare agendas, and document meeting minutes.
- Filter and manage high-priority communications, addressing time-sensitive matters while independently resolving routine inquiries.
- Create executive-level reports, presentations, documents, and briefing materials.
- Plan comprehensive business travel itineraries and reconcile expense documentation.
- Gather and analyze key data to inform strategic decision-making.
- Serve as a liaison between executive leadership and internal/external stakeholders.



- Safeguard and manage sensitive corporate information with the highest level of confidentiality.
- Help drive successful execution of strategic initiatives and corporate events from conception to completion.
- Coordinate board activities, including document preparation and meeting logistics.
- Other duties as necessary.

Position Requirements:

Required:

- 3-5 years of experience as an Executive Assistant or in a similar administrative role.
- Experience supporting C-level executives.
- Strong organizational and multitasking skills with attention to detail.
- Proficiency in Google Workspace (Docs, Sheets, Calendar, Drive).
- Excellent written and verbal communication skills.
- Ability to work independently and maintain confidentiality.
- Experience managing competing priorities and tasks in a remote work environment.
- Willingness and ability to travel up to 15% of the time.

Preferred:

- Bachelor's degree preferred.
- Familiarity with the energy or tribal enterprise sectors.
- Experience supporting multiple C-level executives at once.

Benefits:

- **Comprehensive Health Insurance:** Medical, dental, and vision coverage
- **Retirement Savings Plan:** 401(k) with employer matching
- **Paid Time Off:** Flexible time-off policy and extensive holiday schedule
- **Professional Development:** Opportunities for training and growth within the company

To Apply:

Please send resumes and cover letters to hr@gs3energy.com. Resumes will be accepted on an ongoing basis as this position will remain open until filled.