

● RECRUITING ● TALENTED ASSISTANTS FOR BUSY EXECUTIVES

The partnership between an Executive and their Assistant is like no other. It is unique and extremely powerful - when done right. But how are we supposed to know how to cultivate that with no formal training available?



LET ME HELP YOU FIND THE “RIGHT” ASSISTANT

I have a deep passion and appreciation for this partnership. I spent 15+ years in the demanding role of an Executive Assistant, including my last decade as the “Chief of Simon Sinek.” During that time, I met with thousands of Executives and worked with thousands of their Assistants. I have seen partnerships at their best and their worst. I know the building blocks for both.

*I have been an Executive.
I have been an Assistant.
I have had my own Assistant.
I know the ins and outs of this partnership
like I know my own hand.*



Administrative Assistants. Executive Assistants. Chiefs of Staff

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END-TO-END RECRUITMENT SERVICES FOR ADMINISTRATIVE AND EXECUTIVE-LEVEL ASSISTANTS

Specialized services can include:

- ✓ Identifying your true support needs, both in skill and personality.
- ✓ Constructing the perfect job description to find your perfect Assistant.
- ✓ Posting the position for nearly 10,000 high-performing Assistants to see nationwide.
- ✓ Screening applicants, extracting a selection, and interviewing the standouts.
- ✓ Hand-picking 2-4 of the finest candidates and delivering them right to your email inbox.
- ✓ Assisting with onboarding plans, goal setting, and training modules.
- ✓ Coaching for Executives on how to have (and develop) and Assistant, whether this is your first one or your 10th.
- ✓ Teaching essential communication, listening, and feedback skills to take your partnership to the next level, faster, smarter, and with more confidence.

For inquiries, email Monique@MoniqueHelstrom.com



I didn't think I could possibly find an EA to replace myself - someone I could trust with the leader I'd served for so long. I didn't think I could possibly let someone in that circle. Not only did Monique find the PERFECT fit for my executive, but she kindly guided me through the process with grace and encouragement.

I couldn't have done it without her. To anyone considering Monique's services in any capacity, I would encourage you to do so. She has become a partner in the transition of our new EA and even given me advice in my new role. I couldn't recommend her highly enough.