



### **POSITION OVERVIEW**

Job Title: Executive Assistant  
Business Title: *Specific title (if none, list N/A)*  
Job Code: EXECASST  
FLSA Status: Exempt  
Department: Clinical AI Operations  
Reports to: Louis Blankemeier  
Location: Onsite- Cognita HQ – San Francisco  
Draft Date: 5/26/2026  
Approved By: Louis Blankenmeier  
Role: **Individual Contributor**

### **POSITION SUMMARY**

The Executive Assistant provides high-level administrative support to senior technology executives at Cognita and Mosaic, with onsite coordination responsibilities at Cognita HQ. This role requires strong judgment, discretion, follow-through, and the ability to anticipate needs, manage competing priorities, and support an organized, professional onsite experience.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Provide comprehensive administrative support for Senior-Level Executives exercising sound judgment, discretion, and with independent decision-making within delegated areas.
- Manage complex executive calendars, including scheduling, prioritization, meeting coordination, travel arrangements, conferences, and related logistics.
- Coordinate in-person and virtual meetings and events for executives and their teams, including room setup, agenda management, materials, attendee coordination, and follow-up items as needed.
- Prepare, reconcile, track, and submit expense reports in a timely and accurate manner.
- Proactively anticipate executive needs through analysis of schedules, meetings, key projects, travel plans, deadlines, and events.
- Facilitate communication across departments, operational teams, external partners, vendors, and visitors.
- Establish, maintain, and update files, records, and other administrative documents.
- Handle confidential, sensitive, and non-routine information with a high degree of discretion and professionalism.
- Support day-to-day office needs and help maintain an efficient, organized, and welcoming work environment at Cognita HQ.
- Maintain office organization and inventory by ensuring workspaces, kitchens, conference rooms, and common areas are fully stocked and operational
- Coordinate onboarding logistics for new hires, including workspace setup, equipment provisioning, office access, and orientation support
- Serve as the onsite point of contact for employees, guests, candidates, visiting executives, facilities teams, service providers and vendors
- Coordinate office logistics, facility requests, special projects, and general office readiness.
- Up to 10% travel
- Other duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Exceptional organization, follow-through, and attention to detail.



- Strong calendar management, scheduling, travel coordination, and meeting logistics skills.
- High ownership mindset, with the ability to create structure, improve processes, and keep teams organized with minimal direction.
- Excellent written and verbal communication skills.
- Sound judgment, discretion, and ability to maintain confidentiality.
- Ability to prioritize competing needs in a fast-paced environment.
- Proficiency with Microsoft Office, calendar/email tools, and collaboration platforms.
- Comfort supporting onsite office coordination alongside EA responsibilities.

**REQUIRED QUALIFICATIONS**

- Bachelors degree preferred, or equivalent combination of education and experience.
- Minimum of 3-5 years of relevant administrative or operational support experience, preferably supporting C-Level, VP-level, or senior technology executives.

**Physical Activities**

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never       Occasionally       Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never       Occasionally       Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never       Occasionally       Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never       Occasionally       Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never       Occasionally       Constantly

Communicating with others to exchange information.

Never       Occasionally       Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never       Occasionally       Constantly

Operating machinery and/or power tools.

Never       Occasionally       Constantly

Operating motor vehicles or heavy equipment.

Never       Occasionally       Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never       Occasionally       Constantly

**Environmental Conditions**

Low temperatures.

Never       Occasionally       Constantly

High temperatures.

Never       Occasionally       Constantly

Outdoor elements such as precipitation and wind.

Never       Occasionally       Constantly



Noisy environments.

- Never       Occasionally       Constantly

Hazardous conditions.

- Never       Occasionally       Constantly

Poor ventilation.

- Never       Occasionally       Constantly

Small and/or enclosed spaces.

- Never       Occasionally       Constantly

No adverse environmental conditions expected.

- Never       Occasionally       Constantly

**Physical Demands**

Sedentary work that primarily involves sitting/standing.

- Never       Occasionally       Constantly

Light work that includes moving objects up to 20 pounds.

- Never       Occasionally       Constantly

Medium work that includes moving objects up to 50 pounds.

- Never       Occasionally       Constantly

Heavy work that includes moving objects up to 100 pounds or more.

- Never       Occasionally       Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

\_\_\_\_\_  
Teammate's Signature

\_\_\_\_\_  
Date