

EXECUTIVE ASSISTANT FAQ



Everything you need to know before your first conversation.

A BELAY Executive Assistant is not just support. They become an extension of your leadership: someone to think with you, move for you, and protect your time so you can focus on what matters most.

THE BASICS

What is a BELAY Executive Assistant?

A BELAY Executive Assistant is a U.S.-based remote professional who provides proactive, judgment-driven support for busy leaders. This is not basic task help. Your EA learns how you operate, represents you professionally, and protects your time so you can focus on what matters most.

How is this different from a Virtual Assistant?

A virtual assistant handles tasks. A BELAY Executive Assistant thinks proactively, manages your reputation, and moves before you have to ask. They are matched to your pace, your personality, and your pressure points. It is a whole different level of remote support.

What kinds of leaders is a BELAY EA right for?

Executives, entrepreneurs, and leaders who are overextended, struggling to find work-life balance, or trapped in the day-to-day. If you need someone who can think with you, move for you, and protect your time, a BELAY EA is built for you.

WORKING TOGETHER

Will I work with the same person every week?

Yes! You get one dedicated EA who learns your voice, your preferences, and how you work. No rotation, no starting over. Your EA becomes a true extension of your leadership.

How quickly can I get matched?

Most clients are matched within a week. BELAY's process has a 93% first-match success rate, so you are not spending weeks trying to find the right fit.

What is the BELAY Right-Fit Guarantee?

BELAY's matching process is proven and true. With a 93% first-match success rate, we are confident we can find the right solution for your needs. But if your first match does not fit your needs or personality, we guarantee a hassle-free rematch at no additional cost and with as little downtime as possible. You do not have to fire anyone or search for a new hire. We take care of all of that.

Will I be involved in onboarding, or is it handled for me?

Your Client Success Consultant will handle the majority of the work, but no one knows your organization better than you! We will partner with you to make sure your EA has everything they need to hit the ground running, from communication norms to task management tools to whatever matters most to you.

CAPABILITIES & TOOLS

What does a typical EA do for a client?

Your EA can manage your inbox and calendar, coordinate projects, handle client and stakeholder communication, prepare you for high-stakes meetings, manage sensitive conversations with discretion, and close loops before you even know they are open. They protect your focus, your voice, and your reputation.

Can my MA use AI tools?

Yes, and we encourage it! BELAY Executive Assistants are AI-fluent and use AI tools to improve speed and insights while always maintaining your standards and voice. [This guide](#) shows you exactly how BELAY uses AI tools with transparency, accountability, and respect so you can feel confident in the work we deliver.

What will an Executive Assistant not do?

A BELAY EA thrives in execution and strategic support. For specialized roles like CFO or CMO-level responsibilities, you would need a more senior resource. If you need someone to think with you, move for you, and protect your time, your EA is ready.

What security measures are in place to protect us?

All BELAY contractors sign a Confidentiality Agreement to protect you and your organization. If you would like any additional contracts, we can discuss that. We also highly recommend using strong passwords and a password manager to keep your accounts secure.

LOGISTICS

How are hours and plans structured?

Plans are built around your needs and scale from there. BELAY offers flexible, fractional support with a flat monthly fee, without the overhead of a full-time hire. Your plan adjusts as your needs change.

Is hiring a BELAY EA cost-effective?

Absolutely! BELAY offers fractional support at a flat monthly fee, so you get executive-level help without the cost of a full-time salary, benefits, or overhead. You pay for the support you need right now, and scale as your needs grow.

Are BELAY Executive Assistants U.S.-based?

Yes! Every EA is U.S.-based and works 100% remotely, integrating seamlessly into your tools and workflows.

How are BELAY EAs vetted?

BELAY EAs are premier talent. Only the top 3% of applicants make it through the vetting process. Every EA is personally matched by a real BELAY team member who takes the time to understand you, your pace, and your working environment.

Can I hire my EA full-time later?

Of course! If your needs grow and you want to bring your EA in-house, BELAY can help facilitate that transition.

What is the first step?

Schedule a call with a BELAY Solutions Consultant. You will talk through your goals and current pain points, and we will match you with your perfect Executive Assistant, usually within a week.

The right fit is closer than you think. A BELAY Solutions Consultant can help you find it.

No two leaders are the same, and neither are our Executive Assistants. BELAY matches you with the right EA for your pace, your personality, and the way you lead.