

SR. EXECUTIVE ASSISTANT FAQ



Everything you need to know before your first conversation.

A BELAY Senior Executive Assistant is not just support. They are a seasoned strategic partner: someone who has been here before, knows what is coming, and moves before you have to ask.

THE BASICS

What is a BELAY Senior Executive Assistant?

A BELAY Senior Executive Assistant is a highly experienced, U.S.-based remote professional built for leaders who need more than standard support. Your Sr. EA brings 5 or more years of direct administrative experience supporting C-suite executives, operates with a high degree of autonomy, and functions as a true strategic partner at the highest level.

How is a Sr. EA different from a standard EA?

A BELAY EA provides reliable administrative support that helps leaders stay organized and focused during business hours. A Sr. EA is an elevated, always-on partner designed for C-suite leaders who need strategic support, high availability, travel coverage, and someone who operates with full autonomy and discretion. It is the difference between great support and an indispensable partner.

How do I know if I need an EA or a Sr. EA?

Partner with an EA if you need reliable scheduling, inbox management, marketing and event coordination, and operational organization during business hours. Partner with a Sr. EA if you need C-suite level strategic support, high availability including evenings and weekends, travel support and on-site executive presence, AI-forward workflow management, and a trusted partner who operates independently at the highest level.

What kinds of leaders is a Sr. EA right for?

CEOs, C-suite executives, and high-output leaders who are running at full capacity and need someone who can keep pace. If your current support has hit its ceiling, or you need someone who can step into complex situations without hand-holding, a BELAY Sr. EA is built for you.

WORKING TOGETHER

Will I work with the same person every week?

Yes! You get one dedicated Sr. EA who learns your world deeply: your pace, your priorities, your pressure points. No rotation, no starting over. They become an extension of how you lead.

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. 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 world better than you! We will partner with you to make sure your Sr. EA has everything they need to hit the ground running, from communication norms to access protocols to whatever matters most to you.

CAPABILITIES & TOOLS

What does a typical Sr. EA do for a client?

Your Sr. EA can manage complex calendars and high-priority inboxes, coordinate travel, prepare high-stakes presentations and reports, attend executive meetings and manage detailed action tracking, design and optimize workflows, research and recommend AI tools and technologies, manage executive-level social media profiles, represent you at key events and conferences, and support complex multi-stakeholder projects. They operate proactively and independently at every level.

Can a Sr. EA support travel and after-hours needs?

Yes. BELAY Sr. EAs are open to travel when necessary and flexible beyond standard business hours, including evenings and weekends within reason. This is one of the key distinctions of the Sr. EA tier and is a great fit for executives whose work does not stop at 5 PM.

Can my Sr. EA use AI tools?

Yes, and we encourage it! BELAY Sr. EAs are savvy across multiple platforms including AI tools, and are expected to leverage AI for efficiency. They use them to work faster and smarter while always maintaining your voice, your standards, and your trust. [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 a Sr. EA not do?

A BELAY Sr. EA excels at the highest levels of executive support. For specialized roles like CFO or CMO-level responsibilities, you would need a dedicated resource. If you need someone to lead beside you, protect your time, and handle your world with confidence, your Sr. EA is ready.

What security measures are in place to protect us?

All BELAY Sr. EAs sign a Confidentiality Agreement and go through identity verification and a background check. 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?

Sr. EA engagements start at 85 hours per month and can scale up to 175 hours per month. This tier is designed for leaders who need robust, consistent support well beyond a part-time commitment. Plans are built around your needs and adjust as things change.

Is hiring a BELAY Sr. EA cost-effective?

Absolutely! You get senior-level executive support at a flat monthly rate, without the cost of a full-time salary, benefits, or overhead. For leaders who need high-hour, high-trust support, it is a fraction of what an in-house hire would cost.

Are BELAY Sr. EAs U.S.-based?

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

How are BELAY Sr. EAs vetted?

BELAY Sr. EAs bring a minimum of 5 years of direct administrative experience, including at least 2 years supporting C-suite or senior executives. Every Sr. EA goes through identity verification and a background check in addition to BELAY's standard vetting process. They are personally matched by a real BELAY team member who takes the time to understand you.

Can I hire my Sr. EA full-time later?

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

What is the first step?

Schedule a fit call with BELAY. You will talk through your goals, your bandwidth needs, and what a true senior-level partnership would look like for your business. Most clients are matched 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 Senior Executive Assistants. BELAY matches you with the right Sr. EA for your pace, your pressure points, and the way you lead at the highest level.