

Opportunity at **theBespoke\WellnessGroup**
Start date: **August 4, 2025**



Executive Assistant

ABOUT US

Dr. Elaine Chin & theBespoke\WellnessGroup

The Bespoke Wellness Group is a precision health and longevity practice led by physician pioneer, thought leader, and media contributor, Dr. Elaine Chin. We blend the science of preventative medicine with high-touch service to support the health and performance of high-achieving individuals and families.

This is more than a typical executive assistant role. It's a high-impact position ideal for someone who thrives in a dynamic, multi-dimensional role. This is an opportunity to work at the intersection of personalized healthcare, media, and business leadership. You'll serve as the right hand to Dr. Elaine Chin, helping her execute a fast-paced schedule and deliver excellence to clients, media, and strategic partners becoming an indispensable partner in both day-to-day operations and strategic projects.

WHAT YOU'LL DO

Executive & Administrative Support

- Manage Dr. Chin's complex calendar, including internal and client-facing meetings
- Be the first point of contact in person, by phone, and by email
- Coordinate follow-ups and action items across multiple stakeholders
- Anticipate needs and proactively resolve issues to keep operations running smoothly

Client Experience & Event Support

- Assist with client communication and scheduling logistics
- Support the planning and execution of client-facing experiences including wellness retreats and corporate events
- Coordinate travel, venue bookings, and on-site logistics for virtual and in-person engagements

Media & Thought Leadership Coordination

- Work with PR and media teams to mine for, identify and organize interviews, podcasts, and features
- Assist with scheduling, formatting, and content across social media and newsletters
- Mine for, identify and track speaking engagements and help organize Dr. Chin's public appearances
- Support copy and content creation for social media platforms

Team & Project Collaboration

- Work cross-functionally with lab, clinic, marketing and business development teams
- Track internal projects and timelines and assist with documentation and follow-through
- Support special initiatives, reporting, and process optimization as required

Executive Assistant



WHAT YOU BRING

- 3+ years' experience as an administrative assistant, project coordinator or in public relations
- Strong organizational and communication skills, with exceptional attention to detail
- Professional and polished interpersonal presence always
- Proficiency with Google Suite, Zoom, Teams, full MS 365 suite, calendar management, and basic CRM tools
- Self-starter mentality and the ability to thrive in a fast-paced environment

BONUS POINTS FOR

- Background in healthcare, wellness, media, content creation, or PR
- Experience with tools like Canva, Mailchimp, PowerPoint or social scheduling platforms
- Comfort around high-profile clients and discretion with sensitive information

SALARY

We offer a competitive salary within the field, based on qualifications and experience.

Full-time job offer.

To apply for this position, please email your resume and cover letter to:

bespokecareer@bespokewellness.group

In your cover letter, please let us know the following:

- Why would you like to work with our organization
- Your remuneration expectations

We thank everyone for their interest, but we will only contact candidates selected to advance in the hiring process.