



Miguel Hidalgo & Company  
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**Global Senior Executive Assistant (MHC/GSXA-HK)**

**Career Opportunity**

**Global Divisions GED, Human Capital HR Division**

**DEL DIOS**

**December 20, 2021**

Version 3.4

*Expose the benefits and liabilities at the beginning.*

*Seek real life attributes.*

*Recruit a Teamwork Minded Individual.*

EVERYTHING

**Contents**

1. Career Opportunity ..... 3

2. Miguel Hidalgo is a Senior Executive Entrepreneur ..... 4

3. Career Overview ..... 5

4. Skills & Prerequisites..... 6

5. Ideal Requirements ..... 7

6. Get Committed..... 8

CONFIDENTIAL

## 1. Career Opportunity

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Posted:	<b>December 20, 2021</b>
Position:	<b>Global Senior Executive Assistant (MHC/GSXA-HK)</b>
Companies:	<b>Miguel Hidalgo &amp; Company</b>
Locations:	<ul style="list-style-type: none"><li>○ <b>Central, Hong Kong</b></li><li>○ <b>La Jolla, California, USA</b></li></ul>
Job Status:	<b>Report to Miguel Hidalgo during startup stage. Begin on a Part-Time Temporary Contract. Additional hours are possible after a temporary contract has been successfully completed in increments scalable to Full Time. A Startup Team is currently being assembled. Begin in a Home 2-bd. Apartment office next door to transportation (train, bus, trolley).</b>
Categories:	<b>Office Administration, Human Resources, &amp; Recruiting. Professional tasks, assignments, and projects. Marketing, Customer Service, Logistics &amp; Concierge Svcs. Logistics &amp; Damage Control Specialist, Travel, and related duties.</b>
Compensation:	<b>Hourly wage ranging between USD \$20 – USD \$60 per hour based on education, experience, and practical skills. Begin as a temporary contractor on a part-time basis during three rounds of intricate interviews.</b>
Education Required:	<b>MBA or 4-year College degree in Business Administration.</b>
Experience Required:	<b>2 years of Office Administration. 2 years of Executive Assistant. 2 years of Customer Service. 2 years of Entrepreneurial Activities.</b>
Skills Required:	<b>Administrative Duties (Office Management &amp; Operations) Human Resources (Recruitment and Documentation) Project Manager (Any Project Manager Application) Service (Skype, Chat Lines (Websites), Emails (Gmail) Internet Savvy (Social Media Marketing) Bilingual (Fluent in English, Cantonese, and Mandarin) Mental Guru A passport to travel without restrictions or limitations.  <b>Dress for success. Image is everything. Complete a rigorous training program which includes physical team-building exercises.</b></b>

## 2. Miguel Hidalgo is a Senior Executive Entrepreneur

As a serial entrepreneur, his creative innovations encompass a variety of companies and hobbies.

1. Aerospace
2. Renewable Energy
3. Talent & Entertainment
4. Health & Well-Being
5. Human Evolutionary Development
6. Peak Performance
7. Entrepreneurship
8. Deep Space
9. Politics
10. eGames & eSports

In various stages of development, here is Miguel's roadmap for this lifetime.

Please open a browser to access the Internet. Scroll up and down to review our hobbies and companies at <https://miguel-hidalgo.net/>.

Our growing organization has an intense desire to change the world. We are possessed with a passion to save the planet from Martian invasion.

We want a hot-to-trot Global Senior Executive Assistant (MHC/GSXA) to grow with us. Bring developed skills gained from “trench warfare” and “survival techniques” into chaotic professional environments. These skills are highly valued to provide support for an entrepreneurial lifestyle.

We do our best to enhance peak performance for each member of our teams. If you are a participant on a team or “running solo” to complete a huge project, complex assignment, or tiny task, take charge. For example, if you leave the cave and kill something. Drag it back to the cave and show us how it's done.

*Failure is not an Option. The only easy day was yesterday. HooYAH!*



### 3. Career Overview

The Global Senior Executive Assistant (MHC/GSXA) should be capable of dealing with fluid situations. A strong emphasis is placed on putting out fires, filling the gaps and anticipating the needs of Miguel Hidalgo in a professional context.

Coordinate activities with Miguel Hidalgo and assume a “take-charge” mentality. As the Global Senior Executive Assistant (MHC/GSXA-San Diego), coordinate professional activities with another Global Senior Executive Assistant (MHC/GSXA-Hong Kong) and a Global Senior Personal Assistant (MHC/GSPA) based in San Diego.

There are several Junior Executive Assistants (-JXA) that will report to both of you accordingly.

Be responsible for orchestrating efficiency (performance) and effectiveness (results) on many levels. Become a vital part of Miguel’s professional affairs to be held in strict confidence. Run hobby and company errands which include international travel.

A series of interviews will be held over the course of 180 days, or less, in San Diego or Hong Kong. Transportation and lodging expenses are not provided.

The Global Senior Executive Assistant (MHC/GSXA) must quickly demonstrate proficiency in the following specialties:

#### A. SPECIALTY SKILLS

Administrative Duties (Logistics and of other Duties)  
Human Resources (Recruitment and Documentation)  
Project Manager (Any Project Manager Application)  
Customer Service: Telephone (Skype), Chat Lines  
(Websites), Emails (Gmail)  
Internet Savvy (Social Media Marketing)  
Bilingual (Fluent in English and Spanish)  
A passport to travel without limitations.

Our downtown "Home 2-bd. Apartment Office" is next door to transportation (train, bus, trolley).

Qualified applicants are carefully reviewed if a customized cover letter is included in your submission.

We are looking for an energetic professional with a take-charge attitude. Please address your specialty skills in a customized cover letter. Huge plus if you owned or managed a startup.

- CREATE OPPORTUNITIES
- PROMOTE THE BRAND
- PROMOTE TEAMWORK
- ADDITIONAL RESPONSIBILITIES & DUTIES



#### 4. Skills & Prerequisites

- A dedicated and quiet home office for conducting business activities which include an appropriate setting to conduct video conferences.
- Desktop computer, Microsoft Office 365, color printer with fax and scanning capabilities.
- Familiarity with Google chrome browser and Gmail.
- A laptop computer featuring a webcam with access to the Internet.
- A smart phone featuring a camera and Skype with access to the Internet.
- Appropriate wardrobe to match various types of assignments.
- International business experience is helpful.
- Command of the English language, written and oral.
- Reliable transportation. Valid drivers' license.
- Passport to travel without restrictions or limitations.



## 5. Ideal Requirements

In addition to our Career Opportunity, Career Overview, Skills and Prerequisites, two years of practical experience at a startup or at your own startup is ideal. Promotion and tradeshow skills are highly desirable.

### Part 1: Aim in the Right Direction at the Buyer

- Match and surpass goals and objectives.
- Guide stakeholders through various options.
- Persuade buyers and sellers to make quick decisions.
- Instill loyalty among the various stakeholders.



*Don't be a silly Partz!*

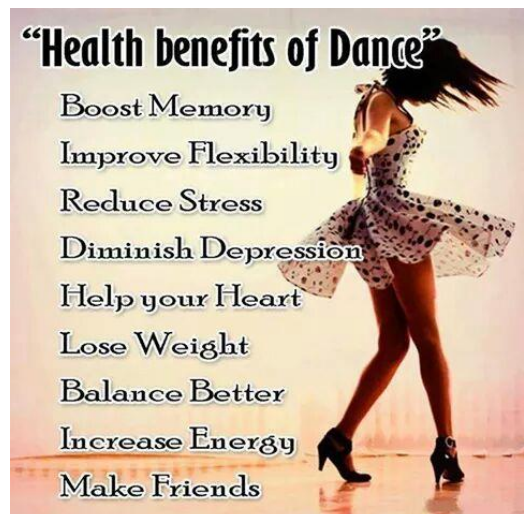
### Part 2: Aim in the Right Direction to the Team

- Project management.
- Develop and execute various tasks, assignments, and projects on a monthly basis.
- Promote corporate and marketing goals.
- Actively participate in public relations activities.
- Take the lead in meetings on a regular basis.
- Participate in training sessions.
- Additional duties and responsibilities that we have not thought of, yet.

### Part 3: Living on a Prayer

- Classis rock is always encouraged.
- Doing activities like camping at Yosemite, riding Harley's, partying at Sturgis or Burning Man are righteous!
- Meditation, yoga, marathons, and other activities such as dancing are strongly encouraged!
- Adapt to ANY situation without breaking a sweat or stressing out.

*Do Today What Others Won't  
Do Tomorrow What Others Can't*



## 6. Get Committed

This is not the typical 9 – 5 “merry-go-round” job. It’s a roller coaster ride!

The regimen is quite similar to classic television reality shows like “Survivor,” “Apprentice” and “the Amazing Race.” This career opportunity demands brainpower, and it gets physical.

The applicant should be tenacious but practice the highest ethical standards. Ooze integrity. The applicant must be well organized, concerned about image, thrive as a leader, and take the initiative to achieve objectives without direct supervision; and perform equally well in a competitive team environment.

Be warned in advance that this career opportunity could be a colossal waste of time if the applicant does not have his or her fundamentals secured. Positive attributes are highly desirable. This is not a job filled with “corporation games.” It is a glorious adventure!

Is this a job entitlement program? NO! This is a rewarding career opportunity based on your hard work and performance.

We are a drug-free and gossip-free zone. Pre-employment testing required. Please, no phone calls and no agencies. Only applicants apply. Relocation is not provided.

