

JOB ADVERTISEMENT

JOB TITLE: Senior Executive Assistant

REPORTS TO: Owner/Principal

Real Projectives® provides construction, project, and program management services to drive results and minimize risks. Clients ranging from small business owners to the largest institutional real estate investment firms trust us to help them acquire, renovate, improve, and develop a variety of property types thereby making a difference in neighborhoods throughout the United States.

We seek thoughtful and hard-working people to join our growing company. Employees work in a supportive team environment. You will directly contribute, have significant opportunity and challenge, and be appreciated for results. We offer comprehensive compensation including competitive salary, profit-sharing bonuses, work from office, home and travel, community and industry engagement, along with benefits such as paid time off, group health and life insurances, retirement plan, and continuous learning.

We're on a mission to hire the very best and are committed to creating exceptional employee experiences where everyone is respected and has access to equal opportunity. We realize that new ideas can come from everywhere in the organization, and we know the next big idea could be yours!

SUMMARY:

Are you a self-directed Executive Assistant who thrives in a fast-paced, growing environment? Do you have strong business acumen, an aptitude for anticipating up-to-the-minute priorities, and enjoy solving problems quickly? In this role you will provide high level professional support to the Company Owner/Principal, including: scheduling, correspondence on their behalf, independent oversight of complex projects, preparation of presentations and reports, and coordination of meetings and travel arrangements.

This is a strategic role where your experience of being organized, detail-oriented, and anticipating the needs of leadership will contribute to the overall success of the company. We are dedicated to investing in the success and well-being of the right-fit candidate. If you're highly capable and are ready to take on a new and rewarding challenge, please apply today for immediate consideration!

PRIMARY RESPONSIBILITIES:

- Support the Company Owner/Principal as needed on daily basis to prioritize and complete tasks.
- Create and edit correspondence, reports, contracts, etc. in electronic and printed form.
- Maintain executive and Company calendars, resolving conflicts and advancing appointments.
- Arrange and coordinate internal and external meetings, travel arrangements, etc.
- Prepare and edit reports, presentations, meeting agendas and minutes, etc.
- Create, organize, and maintain Company standards, procedures, and supporting materials.
- Execute policies and procedures for storage, protection, retention, and disposal of paper and electronic business records of the Company.
- Perform other duties and responsibilities as reasonably needed or requested.

March 16, 2021

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JOB CHARACTERISTICS:

The following describes how work in this position is performed and the attributes needed to be successful in this role.

- Anticipating needs and overcoming challenges.
- Solid skills organizing multiple projects simultaneously while adapting to changing priorities.
- Effectively communicating with purpose and diplomacy, both verbally and in writing.
- Cultivating working relationships that promote trust and transparency.
- Respect for confidentiality in key circumstances and promotion of elevated reputation in others.
- Attention to detail with ability to take charge in ambiguous situations.

QUALIFICATIONS:

Candidates should be able to satisfy the following qualifications.

- Earned Bachelor's degree required (business administration, English, or communications field preferred).
- Minimum five (5) years' professional experience supporting senior executives (eight (8) years preferred).
- Experience working in a professional services company with 15-30 employees.
- Advanced proficiency using Microsoft Outlook, SharePoint, Word, Excel, and PowerPoint.
- Superb organizational, prioritization, and time management skills.
- Articulate in spoken and written English language with attention to grammar and spelling.

Ready to Apply? Click [Here](#)

[or copy & paste this link to your web browser: <https://realprojectives.applicantstack.com/x/detail/a208elb86dfh>]

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