



## ADMINISTRATIVE ASSISTANT TO THE CEO

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### **JOB SUMMARY:**

Property management company seeks: Administrative Assistant displaying integrity, loyalty, confidentiality and professionalism at all times with co-workers and clients

### **SCOPE:**

The Administrative Assistant to the CEO is a full-time employee, paid hourly. He/She will report to the CEO & CXO (Chief Experience Officer) and will be responsible for assisting them with administrative/clerical tasks and special projects. He/She will also maintain business and personal emails and calendars, schedule meetings, arrange travel plans and run personal errands. In addition to these responsibilities, the Administrative Assistant will also plan and administer parties, office activities and special events (Employee Experience).

### **GENERAL RESPONSIBILITIES:**

- Compose memos, letters, and correspondences (Word, Publisher)
- Accomplish out of office errands (personal and professional)
- Compile data and generate spreadsheets (Excel)
- Assist in developer/builder relationships and management of new clients
- Update financial documents in spreadsheets and accounting software
- Maintain company lists and directories
- Prepare documents and other materials for presentations
- Take, transcribe and distribute notes for leadership meetings
- Responsible for the progression of Action Items for leadership teams
- Handle ongoing projects as assigned
- Maintain appropriate files of personal and professional documentation
- General office assistance

### **EMPLOYEE EXPERIENCE RESPONSIBILITIES:**

- Track important anniversaries and employee life events
- Recognize employee achievements in formal and informal ways
- Be aware of employee needs and challenges – whether work related or personal
- Plan, administer, supervise, and lead staff activities, parties, and company events
- Company/office bulletin boards and poster announcements
- Assist with HOALiving Gives events
- Plan and manage office decorating

### **CORRESPONDENCE & SCHEDULING RESPONSIBILITIES:**

- Maintain CEO's personal and professional calendar

- Manage personal and professional travel arrangements for CEO and professional travel arrangements for employee retreats/meetings
- Manage CEO's email as necessary/assigned
- Compile data and generate spreadsheets (Excel)
- Compose memos, letters, and correspondences (Word, Publisher)
- Prepare documents and other materials for presentations
- Handle ongoing projects as assigned

## **KNOWLEDGE, SKILLS & ABILITIES:**

### **Knowledge:**

The position requires knowledge in the following areas:

- Intermediate – Advanced understanding of Microsoft products
- Basic understanding of business accounting
- HOA knowledge is helpful but not required
- Advanced writing and communication skills

### **Skills:**

The incumbent must possess the following skills:

- Effective verbal and listening communication skills
- Attention to detail and high level of accuracy
- Very effective organizational skills
- Problem solving
- Customer service skills
- Computer skills including the ability to proficiently operate spreadsheets, word processing programs and e-mail as well as type a minimum of 45 wpm

### **Personal Attributes:**

The incumbent must also demonstrate the following personal attributes:

- Keep confidences
- Be honest and trustworthy
- Be respectful
- Be flexible and adaptable
- Demonstrate sound work ethics
- Good sense of humor

**EDUCATION & WORK EXPERIENCE QUALIFICATIONS:**

Associates degree or equivalent work experience and/or minimum 2 years of administrative assistant experience. **Note:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill, and/or ability required and are not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with this job.

**To Apply:** Email Letter of Interest, Resume & Wage Requirements to [jobs@hoaliving.com](mailto:jobs@hoaliving.com).