

Executive Assistant

Company Description

Multi-faceted, Black-owned and woman-owned fast-growing small business enterprise, consisting of several subsidiaries that operate from its Oakland City/Atlanta headquarters. The company is involved in (but is not limited to) acquiring, renovating, and managing various types of real estate properties; renting both indoor and outdoor residential and event spaces; the operation of an on-site retail space; running a Bed and Breakfast; and showcasing various community and social events, including those designed for charitable donation and the distribution of goods and services to the needy.

Job Overview

The Executive/Personal Assistant will be responsible for helping manage and maintain organization in both the personal life of the CEO and in the multiple businesses within the collective of entities that she owns and operates; an experienced assistant interested in a long-term commitment. The position will include working remotely, in-office, and in the field. Responsibilities include a variety of tasks based on the personal and professional needs of the CEO. The work environment is friendly and informal, but also demanding. The assistant reports directly to the CEO.

Responsibilities

- Bookkeeping and filing; managing some business-related accounts
- Manage business mail and email correspondence in a professional, timely manner
- Draft correspondence
- Schedule appointments and maintain personal/professional calendar
- Facilitate meetings, calls, and email communication with vendors, contractors, and others
- Book reservations/coordinate travel
- Internet research/procurement of product; manage online shopping shipping and returns
- Drop-off/pick up of purchased and/or sold items
- Run basic errands (grocery and pantry replenishment shopping, postal runs, etc.)
- Microsoft Word, Excel, Access, PowerPoint expertise
- Miscellaneous unlisted tasks as needed

Qualifications:

- College degree preferred
- Exceptionally trustworthy and reliable (Non-disclosure agreement required)
- Excellent organizational and prioritization skills
- Patient and considerate; intelligent and resourceful
- Thorough and detailed oriented; self-starter, self-motivated
- Strong communication and business writing skills
- Comfortable with multitasking
- Adept with Social Media platforms and technology
- Must own a car, possess a valid Georgia State Driver's License, have a clean driving record
- Great memory, sense of humor, and ability to read minds is a plus!

Compensation and Other Information

- Hourly range: \$25-\$28+ per hour, commensurate with experience
- Start date: Immediate