



EXECUTIVE ASSISTANT

RESPONSIBILITIES

- Schedule meetings and coordinate the executive's daily activities
- Handle emails, calls, and correspondence; draft and review documents
- Organize and coordinate meetings, presentations, and events
- Track deadlines, organize files and information, assist in prioritizing tasks and managing the executive's time
- Conduct research and prepare reports to aid decision-making
- Be flexible and adaptable to evolving responsibilities and needs

QUALIFICATIONS

- Proven experience as an executive assistant or in a similar role
- Exceptional organizational and time management skills
- Strong written and verbal communication abilities
- Proficient using Microsoft Office Suite
- Detail-oriented with a high degree of accuracy
- Proactive problem-solving skills and takes initiative
- Flexibility to adapt to changing priorities and handle multiple tasks simultaneously

BENEFITS

- Medical & Dental Insurance
- Paid vacation & sick time
- Employer-Matched Retirement Savings Plan
- Build award-winning projects
- Fun & rewarding place to work
- Company parties & events

Email cover letter and resume to:
hr@jrpdesignandremodel.com

