

Job Description

Position:

Executive Assistant/Program Administrator – Investment Origination Team

Position Overview:

The Executive Assistant/Program Administrator will provide administrative support to the Investment Origination Team.

Key Responsibilities:

- Answer telephones and handle voicemail messages. Ensure clients and employees are handled in a professional and courteous manner.
- Schedule and organize activities such as meetings, conference calls, appointments, travel, multiple company event conferences, and other company interests/activities.
- Prepare monthly expense reports.
- Type and design general correspondence, memos, tables, graphs, business plans, charts, presentations, etc. from handwritten copy. Edit and proof for errors.
- Organize & maintain files to include term sheets, due diligence materials, reports and office records.
- Handle confidential and non-routine information.
- Develop standard processes & procedures along with project team and establish and ensure compliance. Evaluate team progress and implement continuous improvement of implemented processes.
- Serve as point of contact for project communications while building relationships with stakeholders and sponsors.
- Manage risk so projects achieve expected outcomes.
- Manage and influence change within team and organization in support of project initiatives.

Job Requirements:

- Position requires a high level of interpersonal skills to handle sensitive and confidential situations and information. Any such confidential information must be maintained in the strictest confidence. Position requires demonstrated poise, tact and diplomacy.
- Must take the initiative and have the intuition to anticipate needs and be proactive in improving effectiveness and efficiency of the position and the group.
- Able to influence and motivate peers and team members to produce necessary work product within specified timelines
- Sets expectations for deliverables and timelines with team to drive execution of work
- Candidates must have proven experience in assisting in maintaining project records, document control, and general administrative duties on projects or programs. Ability to arrange complex and detailed travel plans and itineraries.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, Access, PowerPoint).
- Attention to detail in composing, typing, & proofing materials, establishing priorities & meeting deadlines.

Company Overview:

Rockbridge is an integrated hotel investment firm that has executed on over 325 hotel investments in 44 states over the past two decades. Since 1992, Rockbridge's team has invested nearly \$3 billion in the hospitality industry as part of approximately \$5 billion of total transaction capitalization. The principals of Rockbridge have formed and managed ten hospitality-focused investment funds with predominantly institutional investors. For additional information about Rockbridge, visit www.rockbridgecapital.com.

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