

Job Description

Position:

Executive Assistant

Position Overview:

The Executive Assistant will provide administrative support to the RB Hotel Development 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.
- Handle confidential and non-routine information.
- Work independently and within a team on special projects. Act as a project manager for special projects, which may include: planning and coordinating multiple presentations, annual team building trips, monthly breakfast meetings, disseminating information, and organizing company material/due diligence.
- 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 and maintain files to include term sheets, due diligence materials, pipeline reports and office records.

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.
- 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.
- Position requires excellent organizational skills.
- Must be able to interact and communicate with individuals at all levels of the organization including external contacts.
- 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, and proofing materials, establishing priorities and meeting deadlines.
- General operating knowledge of a variety of office equipment.

Company Overview:

RB Hotel Development is a development and construction management company that utilizes over one hundred years of combined development, construction and renovation experience in the hotel industry to identify and mitigate risk on complex hotel projects and manage such projects from conception to completion. To date, RB Hotel Development has developed twenty-seven projects with over \$414 million of development costs.

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