

Executive Assistant

Benefits: Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

Salary range: \$28.50 to \$33.00 hourly
Employment status: Contract / Temporary to Hire

Description

We currently have an opening at our growing real estate company for a highly skilled Executive Assistant. If you are highly organized, comfortable multi-tasking, and enjoy interacting with people this could be a great opportunity for you! The ideal candidate is personable, quick, and thinking 10 steps ahead. This position is a permanent opportunity located in Santa Barbara, CA.

What we are looking for:

- Superb written and oral communication skills
- Excellent organizational skills, strong attention to detail, ability and flexibility to handle new tasks and shifting deadlines and effective multi-tasking abilities
- Excellent interpersonal skills, tact and discretion, and professional demeanor when interacting with diverse audiences
- Proficiency in Google Suite products (Calendar, Docs, Sheets, Slides, etc.)
- Ability to type 70+ WPM
- 3+ years of C-Level Executive Assistant experience supporting Executive Level Leaders with exposure to sensitive, confidential information

Requirements

Requirements for the role:

- 2-5 years proven experience as an executive assistant or other relevant administrative support experience.
- Experience working in the real estate industry is highly preferred
- Bachelor's degree is preferred
- In-depth understanding of entire MS Office suite.
- Ability to organize a daily workload by priorities.
- Must be able to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Professional level verbal and written communications skills.

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