Executive Personal Assistant

Company Confidential is seeking to hire a Full-time Executive Personal Assistant in Manhattan.

Pay:
$30-$35 per hr DOE

Job Description:

A client is looking for an experienced Executive Personal Assistant. Candidates will be the owners right-hand. They will help with the day-to-day logistics, support calendar and time management, detailed meeting planning, travel arrangements, various personal assistant tasks, and other related responsibilities as assigned.

Qualifications:

-Schedule appointments, maintain/update household events calendars, prioritize competing demands, and send reminders

-Prioritize and perform multiple tasks seamlessly with attention to detail and minimal supervision

-Professionally corresponding to daily phone calls and all written correspondence from clients, vendors, and staff on various issues

-Efficiently take accurate, detailed, and comprehensive meeting notes

-Plan and coordinate social activities, including outings, etc.

-Includes coordinating domestic and international travel

-Handle data entry and general ledger work as well as communicating with bookkeeping, legal, and completing general clerical tasks

-Assist with paying bills, invoices and setting up auto-pay

-Coordinating gifts for holidays, birthdays, and other celebrations

-Coordinating various private events

-Act as a liaison for the owner

-Able to maintain strict confidentiality and privacy in both business and personal matters

-Household errands and light projects around the house

-Inspecting Property and scheduling property maintenance

-Effective Communication with tenants about property ongoings
- Stay up to date with neighborhood updates
- Run errands as requested
- Effectively communicate with outside vendors
- Additional Executive Personal Assistant duties as assigned

**Requirements:**
- 2+ years of experience as an Executive Personal Assistant or Executive Administrative Assistant
- Experience with various computer software applications such as Microsoft Office and/or equivalent.
- Proactive and assertive approach to managing tasks and responsibilities
- Outstanding interpersonal and communication skills (verbal and written)
- Fluent in verbal and written English and Mandarin or Japanese
- Effective communicator with an excellent eye for grammar and AP style
- Be detail-oriented, deadline-driven, technically savvy, resourceful, highly organized, and have a strong work ethic
- Must thrive working independently, but also be able to take direction
- Must have a self-starter attitude and motivation to grow personally and professionally
- A high degree of confidentiality and professionalism is required
- Due to the nature of this role, this person must be located in New York City
- Must have a valid driver's license
- Long-term intent

**Benefits:**
Medical, Dental.