

## POSITION DESCRIPTION FOR EXECUTIVE ASSISTANT

**Title:** Executive Assistant

**Departments:** Design & Construction

**Reports To:** Senior Vice President, Design & Construction

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### **Function:**

This position provides executive-level administrative assistance to the Senior Vice President of Design & Construction for a publicly traded real estate investment trust investing primarily in focused-service hotels. Responsibilities also include providing comprehensive administrative support to the managers of the department. Work includes developing and establishing organizational systems that support the efficient operation of the department. The incumbent will proactively anticipate and execute the work required of the SVP. The incumbent will also be responsible for interpreting internal policies and procedures, as well as serve as a resource to others. The work typically involves handling confidential and sensitive matters.

### **Responsibilities:**

- Serve as internal and external liaison for executive to facilitate efficient daily business operations
- Assist assigned team with daily workflow, including document preparation. This includes drafting, typing, proofreading and editing written communications and documents of all types
- Schedule appointments and manage Outlook calendar and contacts
- Arrange logistics for meetings, including reserving meeting rooms; coordinating participants; and arranging refreshments and/or catering as needed
- Coordinate travel and related arrangements
- Answer multi-line telephone system; screen calls; take accurate messages; and transfer calls to the appropriate person in a professional and efficient manner
- Preparation of PowerPoint presentations, including any required charts and graphs
- Prepare analyses, reports, correspondence, and dashboards using Excel and eBuilder software
- Interface with Project Managers to compile written project updates, per the established cadence
- Manage electronic and paper departmental filing system in an organized and accessible manner for the teams
- Process invoices, prepare expense reports and track reimbursements
- Screen and process incoming mail; prepare outgoing mail and overnight deliveries
- Operate standard office equipment efficiently, including computer/printer; facsimile machine; photocopy machine; and scanner
- Serve as back-up receptionist as required
- Perform other related duties as assigned

**Skills:**

- Ability to work effectively as either a team player or independently, in a fast-paced environment while prioritizing projects to ensure timely deliverables.
- Excellent organizational skills, including experience in preparing timelines and prioritizing workload. Must have the ability to independently review and organize departmental tasks.
- Good judgment and the business acumen needed to make well-reasoned decisions with respect to matters arising on a day-to-day basis.
- Excellent verbal communication and client management skills. Ability to handle all communications diplomatically and confidentially.
- Outstanding writing skills, including the ability to prepare draft memorandum and correspondence with minimal supervision and accuracy. Ability to proofread and ensure the accuracy of work is critical
- Advanced proficiency in Microsoft Office, including Outlook, Excel, and PowerPoint. The ability to prepare charts and graphs in Excel for presentations is especially important.

**Education/Training:**

- High School Diploma Required
- Some College Highly Preferred

**Experience:**

- At least 5 years of experience supporting senior-level executives.
- Knowledge of the hotel and/or investment industries is preferred but not required.

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*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.*

*A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.*

*This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*