Executive Assistant – Fore Property Company
Santa Barbara, CA

Fore Property Company ("FORE") is a full service real estate company that develops, owns, and manages multifamily communities nationwide. Over three decades ago, Richard Fore—Chairman of FORE—began developing market rate apartment communities in the Western United States. Since then, FORE has diversified its real estate products and services as well as expanded its geographical footprint. For more information, visit foreporperty.com.

Temp to Hire or Direct Hire

- Direct Hire Position

Salary Range

- Salary range is open. Base of $50K and up based on experience

Hours

- Full time position, 8a – 4p or 9a – 5p TBD

How much accounting is involved in this role

- Simple bookkeeping. Checks will be processed out of another location but has to keep record, input information and make sure all back up is available and filed accordingly

Mandatory Skills (i.e. software skills)

- Microsoft Suite (Word, Excel, PowerPoint, etc.)

Three most important tasks that the candidate needs to be able to complete?

- Research & preparation of documents/materials including formal letter writing and/or dictation, heavy meeting and travel scheduling and assisting with day-to-day operations at the family ranch

Highest level of education required

- Bachelor's Degree

Most likely location for them to work (city)

- Santa Barbara/Goleta area, some days possibly working from home

With current travel schedule how would Mrs. conduct interviews

- Candidate will have to meet with myself (Executive Assistant to Mr. Fore) followed by one of the Partners and VP of Development. Successful candidate will then meet directly with Mrs. Fore. Willing to accommodate via Skype, GoTo Meeting and/or even fly the candidate out to meet with Mrs. Fore on the road.

Benefits

- Medical and Dental Insurance, Company-paid Life Insurance
- Vacation, Sick, and Holiday Allowances
- 401(k) Retirement Savings Plan with employer match
- Supplemental Life Insurance
- Professional Development and Training Opportunities
- Performance Recognition and Awards
- Incentive Bonuses for Eligible Positions
- Rental Incentives at Eligible Properties

Equal Opportunity Employer/Drug-Free Workplace. Position open until filled.

To apply, please send resume to bkajaty@foreproperty.com.