

We are an established Real Estate Developer and Property Management Company looking for an organized, enthusiastic person with flexibility and problem solving skills to join our team as an executive assistant / project coordinator. In our fast-paced environment, this person will be able to balance various tasks from planning and schedule meetings to managing company wide initiatives. There are great opportunities to flex your problem solving skills and plenty of room for growth. This position requires a high level of accountability and safeguarding of confidential information. Familiarity with computers and common business applications are necessary. Additionally, they should have well-developed communications and reading skills and knowledge of grammar, spelling and punctuation.

Other duties include -

- Organizing and maintaining files and records
- Planning and scheduling meetings and appointments
- Managing projects and conducting research
- Preparing and editing correspondence, reports, and presentations
- Making travel and guest arrangements
- Working in a professional environment

Key competencies

- Critical thinking and problem solving skills
- Planning and organizing
- Decision-making
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Conflict management
- Adaptability
- Stress tolerance