

**Executive Assistant**

**Position Description**

**About Gillespie Group**

Gillespie Group specializes in creative real estate development, pursuing excellence in all that we do. Our passion lies in taking creative risks that transform communities, promoting growth, change, and additional investment. Our real estate portfolio spans across Michigan, and our home office (where this position is located) is in Lansing, Michigan and we have about 85 employees company-wide.

This position is In-Person.

**About the Role**

The ideal candidate will provide high-level assistance to the Leadership Team (LT) at Gillespie Group. Reporting directly to the Director of Finance, the Executive Assistant will serve as a liaison to other management teams, and provide project tracking for multiple projects.  They should be well-organized and be comfortable scheduling meetings and responding to emails on the executive's behalf. The ideal candidate will be creative, agile, and enjoy working within an entrepreneurial environment, and have the ability to exercise good judgment in a diversity of situations. To be highly successful, they must have strong written and verbal communication, and the ability to maintain a realistic balance among multiple priorities.

**What You'll Do**

* Calendar management for executives
* Aid executive in preparing for meetings (both virtual and in-person)
* Responding to emails and document requests on behalf of executives
* Draft slides, meeting notes and documents for executives
* Professionally represent both the executive and the company with external stakeholders (written, verbal, in person).
* Manage sensitive matters with a high level of confidentiality
* Print documents, flag for signature as needed
* Mail documents as requested to ensure timely delivery
* Save documents in company file-structure (hard and soft copies)
* Run errands for the company as requested, including personal errands at times
* Greet guests
* Answer phones and professional direct callers to the correct teammate
* Arrange travel and accommodations for executives. Prepare expense reports.

**Qualifications**

* Bachelor's degree or 3-5 years relevant experience preferred
* Advanced skillset in Microsoft Office suite (specifically Outlook, Word, PowerPoint)
* Experience in managing multiple priorities, administrative coordination, and logistics
* Well-organized, detail-oriented, ability to multi-task with great follow-up skills
* Strong written and verbal communication skills. Ability to draft a business letter with a professional format
* Flexible hours as dictated by the needs of business for projects and meetings.

**Preferred attributes:**

* Project Organization/Collaboration – can track progress of multiple projects and keep Executive apprised of bottlenecks/issues.
* Business sense - has a strong business sense and can decipher priorities and make sound judgment calls when needed.
* Commitment to excellence - perform duties at the highest level possible on a consistent basis.
* Excellent communicator - able to interact with people of all levels in a confident, professional manner.
* Demonstrate ability and temperament to work with sensitive information.
* Team player - have team-oriented experience and approach.
* Service focus - dedicated to meeting the expectations of the LT by maintaining effective relationships with interested parties.
* Ability to think outside of the box with a sense of urgency.
* Excited about real estate development and urban renewal

**FAIR HOUSING ACT (“FHA”) / ANTI-DISCRIMINATORY LAWS & ORDINANCES:**

Under the FHA**,** state laws and many local ordinances**,** no individual shall be subjected to discrimination because of race, color, gender, religion, sex, handicap, mental or physical ability, age, sexual preference, familial status or national origin in the sale, rental or advertising of dwellings, in the provision of brokerage services, or in the availability of residential real estate-related transactions. Said another way, fair housing is the right of individuals to obtain housing of their choice without discrimination based upon the above mentioned categories. The Gillespie Group expects each of its Associates to fully grasp and understand these anti-discriminatory policies and to adhere to these laws and ordinances in situations that are certain to occur in the ordinary course of business that the Gillespie Group provides to its clients. To that end, the Gillespie Group requires each Associate to periodically complete training courses on fair housing, landlord/tenant law and housing subsidy programs. Such training shall be paid for by the Gillespie Group and the Associate shall be compensated for the time either attending such training in person or via online courses.

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

**SIGNATURES:**

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

***Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.***