



Vertical Bridge Job Description

Job Title:	Executive Assistant – Operations and Leasing	Date:	2/24/21
Department:	Corporate	Location:	Boca Raton
Reports To:	Co-Founder and Executive Vice President of Operations	FLSA Status:	Exempt

Summary:

The Executive Assistant (EA) provides administrative support to the daily operations and activities of Co-Founder and Executive Vice President of Operations and the Co-Founders and Executive Vice President of Leasing and Marketing. The EA is responsible for office management duties including developing processes, streamlining administrative and kitchen procedures as well as planning all corporate events.

Job Functions:

1. Perform general administrative duties along with complex administrative projects including researching information; updating databases; creating monthly reports and organizing large volumes of material
2. Handling events and conference registrations and logistics
3. Preparing for meetings, setting up meeting rooms, accepting, and greeting guests, and coordinating meeting room logistics on behalf of the executive
4. Arrange travel plans, itineraries, and agendas; compiling documents for travel-related meetings
5. Proactively manage the executive calendars with attention to detail, accuracy, and allocation of time and resources. Recognize the need to reprioritize and take independent action to realign executives' schedules to accommodate
6. Manage expenses, resolves expense issues and process expenses through the expense management system Concur
7. Coordinate with other Executive Assistants on all general office administrative tasks such as mail sorting, phone back-up, office and break room supplies, mass mailings, etc.
8. Manage office maintenance issues and work with various vendors to resolve issue quickly
9. Plan company meetings and events for up to 250 people including location evaluation, negotiating contracts, scheduling and logistical planning for meeting rooms, hotel rooms for all attendees, entertainment options, transportation coordination and scheduling, and meals all within allotted budget
10. Initiates special projects and process improvement based on observations of department needs ensuring the projects achieve the expected results within the designated time frame
11. Some personal and family assistance for the executives

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours. Required to be reasonably available outside of normal business hours via email and phone. Candidate must be willing to travel to locations outside of the corporate office for company events.



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Education and Experience:

1. Minimum two-year associate degree required; prefer bachelor's degree preferably in business or another related field
2. Minimum five years of administrative experience required, preferably in real estate or telecommunications
3. Minimum five years of experience supporting an Executive Vice President, CFO or CEO
4. Required to have prior success planning and executing both large and smaller scale corporate meeting and events
5. Outstanding attention to detail and routinely checks details
6. Required to be a highly competent and advanced user of all MS Office suite products
7. Required to have excellent written and oral communication skills
8. Required to have the ability to work in a fast-paced environment while managing competing priorities
9. Ability to prioritize, time manage and multi-task with limited supervision, under firm deadlines
10. Must be able to work under pressure and handle a wide variety of activities and confidential matters with discretion
11. Must be reliable, trustworthy, and familiar with guarding confidential data and matters

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