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|  | **JOB AND ROLE DESCRIPTION** |

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| **Position Name**  | Executive Assistant | **Company** | Velney Construction |
| **Job purpose**  | The job purpose of the Executive Assistant is to provide comprehensive support to the Executive in managing their daily and quarterly tasks while aligning with the company's overarching goals. The Executive Assistant is expected to possess key qualities such as promptness, organization, attention to detail, flexibility, patience, and determination.In this role, the Executive Assistant will be responsible for working effectively both independently and as part of a team. The daily responsibilities will involve interacting with the Executive’s clients, vendors, external partners, and on-site coworkers. As a Remote Executive Assistant, the primary objective is to facilitate the seamless coordination of Executive 's schedules, communications, and administrative functions. This support will be provided remotely, aiming to optimize Executive 's time and enhance overall operational efficiency. |

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| **REQUIRED QUALIFICATIONS** |
| **Education** |
| • College Diploma: Administrative Management Careers • Desirable Master |
| **Training or Expertise** |
| • Proficient in English **(both verbal and written communication)**• Advanced skills in Google Workspace (formerly G Suite)• Experience in managing Google and Microsoft calendars.• Familiarity with Property Management or Construction software is advantageous• Experience with QuickBooks is a plus• CRM experience is highly desirable• High English level (Well spoken, well written)• Strong Google Suit skills • Google and Microsoft calendars management, Dropbox• Software Knowledge of Property Management or Construction is a Plus.• QuickBooks experience is a Plus.• Desirable CRM Experience,  |
| **Experience**  | • 2+ years of executive and administrative support experience (preferably remote) for U.S.-based companies• Experience in the Construction or Real Estate industries is a plus |

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| **JOB FUNCTIONS** |
| * **Calendar Management:** Coordinate and synchronize the Executive’s calendars, appointments, meetings, travels, and events to maximize efficiency and minimize conflicts. Coordinating and scheduling appointments with potential investors. Organizing Executive's weekly schedule.
* **Phone Communication:** Handle incoming and outgoing calls, answering clients’ questions, and concerns, taking messages, and facilitating communication and appointment scheduling as necessary. Handling and scheduling phone calls and in-person meetings. Following up on leads and managing client interactions.
* **Time Optimization:** Assist the Executive in optimizing their schedule, identifying opportunities to enhance productivity and time management.
* **File Organization:** Maintain and organize digital files, documents, and records to ensure easy accessibility and efficient retrieval.
* **Documentation and Paperwork:** Prepare, review, and complete necessary documentation, contracts and paperwork, ensuring accuracy and compliance.
* **Business Management Support:** Provide administrative support in various business management tasks, including but not limited to customer service and support, billing, and basic accounting procedures. Writing and mailing out payments and checks.
* **Presentation Creation:** Develop presentations for the company ensuring they are creative, accurate, and adhere to brand guidelines.
* **Invoicing:** Generate invoices as required.
* **Event Registrations:** Manage registrations for events as needed.
* **Travel Management:** Book flights, hotels, and restaurants, focusing on value and efficiency.
* **Market Research: Conducting market research and analysis. Gathering information on potential investors and client prospects.**
* **Financial Management:** Bookkeeping and accounting knowledge/experience.Making online payments to subcontractors and vendors.
* **Communication and Social Media:** Managing social media platforms and coordinating with media company for content uploads.
* **Personal Assistance:** Handling personal and work-related gifts, birthdays, vacation scheduling, and anniversary reminders.Scheduling time for exercise, hobbies, and personal development.
* **Task and Data Management:** Task management and organization, including data entry and maintaining contact lists. Entering contacts on CRM and keeping track of deadlines and appointments.
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| **REQUIRED SKILLS** |
| * 2 or more years of experience working as an executive/ administrative assistant (Desirable remotely for USA-based companies)
* Desirable CRM Experience
* Experience with customer service and vendor management.
* Excellent use of grammar and punctuation. Strong interpersonal, written, and oral communication skills (English)
* Driven, proactive thinker, highly organized with exceptional communication skills, and fully capable to take initiative, managing and overseeing a variety of high-priority projects from multiple management and professional levels successfully with minimal direction.
* Proficient with **Google** suits.
* Very Patient, responsible, resourceful, and extremely punctual.
* **Professional Writing:** Compose professional emails for prospects investors, clients, coworkers, and others.
* **Creativity and Resourcefulness**: Independently resolve inquiries and challenges.
* Ability to multitask and prioritize tasks effectively.
* **Proactivity**: Anticipate the Executive’s needs.
* **Confidentiality:** Maintain discretion with sensitive information.
* **AI Technology Knowledge:** Familiarity with AI technology, including ChatGPT.
* Hiring services for the company or for personal use as requested.
* Undertake other related duties as they arise from the contract's nature.
* Willing to learn and take on new challenges with a flexible, can-do attitude (Looking for someone who ambitions a long-term career with our company)
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| **WAGE COMPENSATION** |
| **Compensation:** **$1,200 (USD) Monthly** **Schedule: Monday to Friday from 8:00 AM – 5:00 PM EST****However, as your role is very important, you may be required to work beyond these hours from time to time to fulfill your responsibilities as may be necessary.**Internet and computer must be covered by the contractor. |