



## **EXECUTIVE ASSISTANT**

### **ERES COMPANIES | DENVER, COLORADO (HQ)**

#### **COMPANY OVERVIEW**

Founded in 2014, ERES Companies is one of the fastest growing and unique real estate firms in the world. Unlike other commercial real estate service providers, ERES provides a truly vertically integrated approach to meet a multitude of real estate needs seamlessly controlling projects from start to finish. Leveraging the comprehensive power of our service lines, we are enabled to research, analyze, and provide the most efficient, cost effective solution available for our client's real estate investments. This translates to peace of mind in knowing that their needs, timeline, and budget are being considered at every phase of their project. Our collective commitment to excellence, hard work, and creativity has resulted in a rapid firm expansion that has led ERES to complete thousands of successful projects both domestically and internationally, represent over five million square feet of commercial space and more than \$1 billion in real estate value, and manage over 6,500 multifamily and industrial units.

Our sophistication and expertise, combined with our small company values and client-centered approach, have provided us opportunities to partner with best-in-class, global corporate clients, including several Fortune 500 companies, in solving some of their largest and most challenging real estate issues. ERES is currently comprised of over 150 dedicated professionals working tirelessly to provide the finest all-inclusive real estate services in key secondary and tertiary markets across the globe. Always opportunistic about expanding operations, we have twelve domestic and international office locations in Denver, CO (headquarters), Williston, ND, Bozeman, MT, Grand Junction, CO, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, Los Angeles, CA, Guyana, Georgetown and Neuquén, Argentina.

#### **THE OPPORTUNITY WITH ERES**

We are seeking an experienced Executive Assistant to join our team. This job combines the organization and focus of an Office Manager and the administrative skills and executive presence of an Executive Assistant.

#### **ESSENTIAL ADMINISTRATIVE & OPERATIONS JOB RESPONSIBILITIES**

- Support executive team with a wide variety of tasks needed in running seven lines of business domestic and internationally
- Plays a strong project management role for key initiatives ensuring key dates and milestones are met
- Coordinate travel, expenses, and executive scheduling
- Assists with business related items specifically for Brokerage and Capital transactions
- Maintains a high level of accuracy in all tasks and responsibilities

#### **COMPETENCIES AND REQUIREMENT**

- Commercial real estate experience a plus
- Proven experience in administrative and office management
- Displays positive attitude and eagerness to produce high quality deliverables and outcomes

- Effectively streamline the professional lives of our executive team by keeping them well-prepared for what is ahead (i.e., business trips and travel, client meetings, key dates, and deadlines)
- Proven successful experience in maintaining highly confidential information
- Has proven exceptional communication skills, both written and verbal
- Can effectively complete assigned tasks with minimal to no supervision
- Appropriately prioritizes projects to meet multiple deadlines in a fast-paced environment
- Is comfortable working in an entrepreneurial environment with processes that are constantly evaluated for improvement

#### **QUALIFICATIONS & WORK EXPERIENCE**

- Office management/Executive administration experience of a minimum of 5 years. Commercial Real Estate industry experience a plus.
- Must have excellent verbal and written communication skills with the ability to communicate in a clear/concise fashion, using appropriate grammar, punctuation, etc.
- Proficiency with Microsoft Word, Excel, and Outlook
- Excellent organization skills with the ability to work independently and prioritize workload

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **EEO STATEMENT**

Energy Real Estate Solutions, LLC is an equal opportunity employer and committed to developing and maintaining a diverse workforce. Energy Real Estate Solutions, LLC strongly believes in equal opportunity for all, without regard to race, color, religion, creed, age, sex, pregnancy, family responsibility (e.g. child care, elder care), national origin or ancestry, citizenship, marital status, sexual orientation, gender identity or expression, transgender status, veteran's status, genetic information, or status as a qualified individual with a disability, protected leave status or any other protected characteristic in accordance with applicable law. The company also endeavors to make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodations would impose an undue hardship on the operation of our business. Equal employment opportunity will be extended to all individuals in all aspects of the employment relationship, including recruitment, hiring, promotion, transfer, training, discipline, layoff, recall and termination.

#### **SUBMISSION**

Cover letters should clearly outline relevant experience and its applicability to this role. Qualified candidates may submit a resume and cover letter to Kate Waggoner at [kate.waggoner@erescompanies.com](mailto:kate.waggoner@erescompanies.com).