



## **EXECUTIVE ASSISTANT/OFFICE MANAGER**

### **ERES COMPANIES**

*Sarasota, FL (In-Office Position)*

#### **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 eleven domestic and international office locations in Denver, CO (headquarters), Sarasota, FL, Williston, ND, Bozeman, MT, Fort Worth, TX, Houston, TX, Midland, TX, New York, NY, Washington DC, and Neuquén, Argentina.

#### **THE OPPORTUNITY**

##### **Job Summary**

We are seeking an Executive Assistant/Office Manager to join our team in our Sarasota office. This job combines the organization and focus of an office manager, with the administrative skills and executive presence of an executive assistant.

##### **Essential Duties and Responsibilities**

- Supports executive team with a wide variety of tasks needed in running 7 lines of business across diverse markets. Plays a strong project management role for key initiatives, ensuring key dates and milestones are met.
- Effectively streamlines the professional lives of our Executive Team by keeping them well-prepared for what's ahead (i.e., business trips, client meetings, associated research, key dates and deadlines.)
- Coordinates a wide variety of executive scheduling tasks including scheduling conference calls and meetings with multiple parties and shifting/competing priorities.
- Coordinates all executive travel arrangements and leads the planning for all events.
- Strong focus on expense reporting for Executive Team, coordinating with the Accounting Team as needed

- Oversees and executes all administrative and office management duties for the Sarasota office - ensuring that the office operates efficiently and smoothly. This includes duties like:
  - Greeting visitors
  - Receiving and sorting incoming mail, managing outgoing mail
  - Managing office supplies and office organization, coordinating with building management when needed
  - Setting up and preparing for meetings in the office as well as supporting all related IT set up needs. Ordering food when needed.
- Assists with office layout planning and office moves, managing and maintaining IT infrastructure in partnership with the Operations Team
- Maintains strong partnerships with IT, HR, Operations and Accounting Teams to accomplish shared goals.
- Maintains a high level of accuracy and confidentiality in all tasks and responsibilities.
- Works on additional special projects and initiatives with the CEO, COO and EVP as they arise.

**Position Requirements: Skills & Experiences**

- Candidates must be seeking an in-office position: 5 days per week, standard business hours in the Sarasota office.
- Displays positive attitude and eagerness to produce high quality deliverables and outcomes.
- Willing to take on new tasks and challenges as they arise.
- Acts as a positive representative for the Executive Team and Company.
- Has proven exceptional organizational and 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 a fast-paced entrepreneurial environment.

**Additional Requirements:**

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

**EEO STATEMENT**

ERES is an equal opportunity employer and committed to developing and maintaining a diverse workforce. ERES 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).