

Executive Assistant/Office Manager in Reno, NV (hybrid work schedule)

Our client is a real estate investment firm who will be adding a new office location in Reno. They are seeking an experienced Tech-Savvy Executive Assistant/Office Manager to provide comprehensive administrative and office management support. The ideal candidate will be self-motivated, proactive, detail-oriented, and able to work autonomously to ensure the smooth operation of daily activities for multiple businesses. This role requires strong communication skills, impeccable organizational skills, and the ability to handle confidential information with discretion.

Responsibilities:

- Manage and maintain executive schedules, including arranging meetings, appointments, and travel itineraries.
- Coordinate and prioritize incoming communications, including emails, phone calls, and mail, and respond or redirect as necessary.
- Provide administrative assistance, such as drafting e-mails and memos, and preparing other communications on the executive's behalf.
- Handle printing, mail/overnight packages, copying, and filing.
- Prepare and edit reports, presentations, and other documents on behalf of the executive.
- Attend meetings and take notes of discussion; prepare the initial draft of minutes and summaries.
- Transcribe source material, prepare documents, reports, tables and charts; distribute as appropriate.
- Coordinate and facilitate meetings, conferences, and events, including logistics, agendas, and materials preparation.
- Organize and maintain electronic files, contracts, records, and other documents.
- Assist with special projects and initiatives as assigned by the executive, including creating PowerPoint presentations, financial spreadsheets, special reports, and agenda material.
- Maintain confidentiality of sensitive information and documents.
- Serve as a liaison between the executive and internal/external stakeholders.
- Assist with basic accounting tasks such as invoicing, billing, and accounts receivable/payable.
- Prepare, reconcile, and submit expense reports and maintain financial records, ensuring accuracy of financial transactions.
- Set up healthcare benefits, 401k, life insurance, etc.).
- Perform additional administrative tasks as needed.

Qualifications:

- Excellent verbal and written communication skills.
- Tech Savvy - Proficient in Microsoft Office Suite and other relevant software.

- Comfortable using multiple computer platforms/software (Mac & PC).
- Strong organizational and time-management skills.
- Ability to multitask and prioritize tasks effectively.
- Discretion and confidentiality in handling sensitive information.
- Professional demeanor and interpersonal skills.
- Ability to work independently and as part of a team.

Education and/or Experience

- Bachelor's degree in a related field such as business administration, or a relevant discipline is preferred.
- 7+ years' experience as an executive assistant or EA/OM role is required.

Benefits to be included:

- Competitive salary \$70-90k depending on experience and education
- Comprehensive benefits package
 - Health, dental, vision
 - 401k
 - Life insurance
 - PTO
 - Parental leave
- Hybrid schedule
- Computer; self-phone reimbursement