



## Vertical Bridge Job Description

<b>Job Title:</b>	Executive Assistant	<b>Date:</b>	08/02/22
<b>Department:</b>	Corporate	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Chief Executive Officer (CEO)	<b>FLSA Status:</b>	Exempt

### Summary:

The Executive Assistant (EA) supports an active CEO in all aspects of his day, including managing his calendar and travel. The EA ensures that the CEO arrives where he is supposed to be, at the right time and well informed. The EA is a primary point of contact for internal and external communications on all matters pertaining to the CEO. The Executive Assistant also serves as a liaison to the senior management team; organizes and coordinates external relations efforts; and oversees special projects. EA must be high energy and have outstanding attention to details, while maintaining the strictest of confidence.

### Job Functions:

1. Proactively manage the CEO's calendar with attention to detail, accuracy, and allocation of time and resources. Recognize the need to reprioritize and take independent action to realign schedule to accommodate.
2. Arrange complex and detailed travel plans, itineraries, and agendas, compiling documents for travel-related meetings domestically and internationally. Includes managing private air travel
3. Assist in the preparation of material and organization of board meetings
4. Provides a bridge for smooth communication between the CEO's and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff
5. Manage expenses and resolves expense issues for CEO
6. Manage personal calendar and perform personal administrative tasks for CEO as needed
7. Coordinate with other Vertical Bridge and Colony Capital executive assistants as needed
8. Perform general administrative duties along with complex administrative projects including researching information; updating databases; and organizing large volumes of material
9. 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.

*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.

### Education and Experience:

1. Minimum two-year associate degree required; prefer bachelor's degree preferably in business or another related field
2. Minimum seven years of administrative experience required, preferably in real estate or telecommunications
3. Minimum seven years of experience supporting a CEO, COO or CFO
4. Outstanding attention to detail and routinely checks details
5. Required to be a highly competent and advanced user of all MS Office suite products



## Vertical Bridge Job Description

6. Required to have excellent written and oral communication skills
7. Required to have the ability to work in a fast-paced environment while managing competing priorities
8. Must be able to work under pressure and handle a wide variety of activities and confidential matters with discretion
9. Ability to prioritize, time manage and multi-task with limited supervision, under firm deadlines

*Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V.*