

Executive Assistant

Summary

The Executive Assistant provides advanced-level administrative support to the Chief Financial Officer of the company. This individual helps manage the worktime of the CFO by proactively fielding inquiries and initiating responses as much as possible. Trust and communication are integral to this position and must be maintained at all times. A highly professional tone, appearance, and manner is both expected and required, including appropriate communication in person, on the phone, and in correspondence. Duties vary in scope, requiring significant judgment and experience to successfully accomplish tasks with limited direct supervision.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Manage the CFO's calendar, including scheduling meetings, managing requests for meetings with the CFO, ensuring agendas and materials are submitted in time for review, and providing daily updates of upcoming events
- Research and prepare briefing materials, presentations, and proposals for internal and external meetings
- Monitor the CFO's email inbox and ensure that time-sensitive matters are flagged for response
- Manage a checklist of open tasks and follow up on weekly priorities; track deliverables and set calendar alerts
- Take notes at meetings and provide reminders of follow-up action items
- Lead the planning of recurring department-wide offsite meetings, e.g., budgeting, transportation, agenda topics, refreshments, and speakers
- Maintain a calendar of touchpoint meetings for the CFO with her reports
- Upload documents for partners and investors, as needed
- Compile data and prepare reports using Excel and word processing software
- Provide quality assurance review of assigned documents, including complex spreadsheets
- Schedule and plan travel and be available on travel days to revise itineraries as needed
- In collaboration with the Events and Programming Director, assist in planning engagement events with external business partners
- Perform administrative functions, such as answering phones, drafting documents, and maintaining electronic file storage
- Track and maintain budgets and transaction execution
- Reconcile expenses and corporate credit card statements
- Maintain general organization of the CFO's workspace
- Function as a personal assistant, as needed, such as ordering lunch or running business-related errands
- Assist other members of the team from time to time with scheduling and gaining access to information as an extension of the CFO
- Execute special projects and perform other duties as assigned

Performance Objectives (objectives include but are not limited to the following)

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Communication response time and professionalism
- Willingness to take on projects and learn a variety of concepts, practices, and procedures

Preferred Knowledge, Skills, Education, and Experience

- 2-4 years of executive-level administrative support or related professional experience
- Excellent written and verbal communication skills
- Ability to meet deadlines in a fast-paced, quickly changing, and at times challenging environment
- Confidentiality and professionalism when working with sensitive information

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- Exceptional customer service skills and an ability to develop a rapport with people
- Project management skills, including planning and coordinating tasks
- Strong analytical, organizational, problem-solving, and multitasking skills
- Ability to work in a team environment and interact with all professional levels
- Demonstrated proficiency with Microsoft Office products
- Knowledge of business operations and policies
- Associate's or bachelor's degree
- Valid driver's license

Bonus Skills

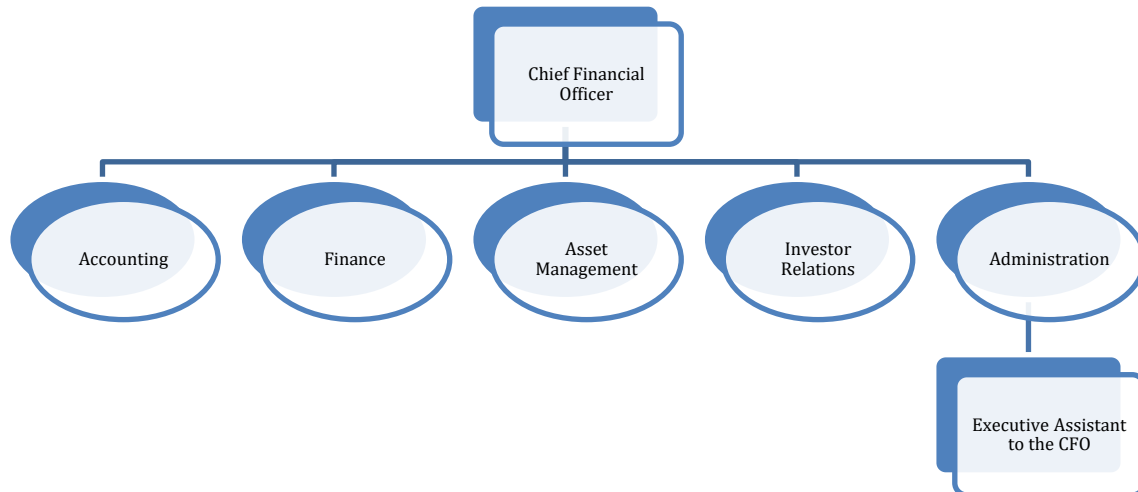
- An understanding of real estate finance
- Experience with customer relationship management (CRM) systems and investor management software
- Technology expertise, such as social media platforms, Gmail, and Google
- Accounts payable/receivable experience; billing experience

Work Environment

The Executive Assistant works at the corporate office and interfaces with investors and external and internal customers throughout the day. The hours for this position are typically 7:00 am to 4:00 pm, Monday through Friday. This individual must be available to work extra hours when important projects present themselves.

Reporting Structure

The Executive Assistant reports to the Chief Financial Officer and may provide additional support to members of the CFO's teams as needed. This individual will work in partnership with other administrative support personnel.



Physical Requirements

The Executive Assistant's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds. The Executive Assistant must be able to drive occasionally during the course of work.

If you are interested in applying for this position, please email your resume to hr@crawfordhoying.com

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