

EXECUTIVE ASSISTANT

Location: Austin, TX

COMPANY OVERVIEW: The Company exclusively focuses on the retail and restaurant industry, providing a full service outsource real estate solution for our clients. Our broad-based experience uniquely qualifies us to focus on critical issues that motivate both Tenants and Landlords. The Company has a proven track record of successful negotiations that achieve real dollar savings, create value, and mitigate leasehold exposure for our clients.

POSITION OVERVIEW: The Company is searching for an Executive Assistant to join their growing team, working specifically for Senior Management and Advisors on Company related and deal specific tasks. Candidates are encouraged to have interest in the retail and restaurant industry. This position can be a full time or part time position depending on the candidate's experience.

CORE DUTIES:

- Keep Senior Management and Advisory team organized by managing their schedule.
- Facilitates meetings as directed and distribute agendas/minutes to all project team members.
- Manages the Company's contact database.
- Creates marketing campaigns to send to Company's contact database.
- Maintains Company's template documents in conjunction with Senior Management.
- Evolves Company's property library.
- Provides administrative support as requested.
- Processes work requests in a timely fashion.
- Undertakes special projects and tasks as requested.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS:

- Superior analytical skills with proficiency in Excel and all Microsoft office applications.
- Proclivity to create marketing materials, email campaigns and broadcasts for the Company.
- Interest in the commercial real estate industry.
- Strong verbal and written communication skills.
- Attention to detail is especially needed.
- Highly organized, motivated, energetic and independent with strong interpersonal skills.
- Ability to manage time and resources and juggle competing deadlines effectively.

ADDITIONAL REQUIREMENTS:

- Must be 21 years of age or older to apply.
- Must comply with all legal or company regulations for working in the industry.

Applications can be submitted to James Stachelek at james@retailregroup.com .

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