

## **JOB DESCRIPTION**

### **CEO's EXECUTIVE AND PERSONAL ASSISTANT**

#### **Who We Are:**

Virtus Real Estate Capital, founded in Austin, TX in 2003, is a private equity real estate fund manager headquartered in Austin, TX, investing throughout the U.S. in certain cycle-resilient property sectors, aka-“social infrastructure,” such as Healthcare, Education, Storage, and Middle-Income Workforce Housing. Virtus has 50+ team members at its corporate headquarters in downtown Austin and oversees 1,100+ people operating its properties across the country.

#### **Who You Are:**

You are a problem solver, a puzzle lover and an optimist. You see solutions around every corner. We're seeking an experienced do-er to coordinate and optimize this high-performing CEO. The ideal candidate will have experience as an assistant in our industry, preferably with a high-performing CEO. You are a strong communicator, you are organized and you are a calendar wizard.

#### **The Opportunity:**

Serve as the Executive Assistant to the CEO. You will provide in-the-moment assistance in a fast-paced environment with a high level of accuracy and efficiency in everything you do. The relationship between you and the CEO is tight knit and interdependent, and can cover a wide range of areas:

- **Provide Executive and Personal Assistant support for the CEO in any business, personal and family matters as needed, including active calendar management, booking and managing travel, completing expense reports, personal meeting scheduling, personal and professional errands, and helping to organize workflow**
- Handle incoming and outgoing electronic and verbal communications on behalf of CEO
- Make informed decisions regarding CEO's available time to prioritize requests
- Monitor critical issues for CEO and escalate as appropriate
- Support CEO business development efforts including CRM management, follow-ups, in-office meetings coordination and related
- After-hours for Investor related correspondence and travel support as necessary
- Prioritize investor-related coordination first thing every morning
- The CEO is an active philanthropist and volunteer, and often requires coordination with not-for-profit stakeholders and activities
- **Manage and execute tasks related to home office and family-related items, including bill pay, expense reports, vendor management, home repair and contractor coordination, in-home moving help/coordination, family travel scheduling, family party planning, organization, and coordination, vehicle maintenance coordination, family vacation planning and coordination, and any last minute tasks that come up for the CEO and their family.**
- Act as backup for Office Manager when they're out, which includes a host of in-office responsibilities

#### **Anti-Requirements:**

- A need for structure in your workday
- Using the words, “it can't be done” in a sentence
- Thinking any task that helps the CEO is beneath you
- Believing, “that's not my job”

**Qualifications:**

- A positive and energetic demeanor with the ability to exude confidence and excitement with every new challenge
- 5 – 15+ years experience working with upper management and supporting their daily functions
- An elegant and empathetic communicator – you can deliver meaning and intent in writing, on the phone and in all forms of communication
- A Bachelor's Degree (BA/BS)
- Prefer candidate to live within 15 minutes of downtown to be near office and CEO's home to provide in-person onsite support as needed

**Our Team Members Enjoy:**

- Compensation and bonus commensurate with experience
- Compelling benefits package
- A beautiful setting in downtown Austin
- An amazing corporate culture with a dynamic, talented team, dedicated to changing the world and living out a purpose greater than oneself

**Qualified candidates should apply by submitting a cover letter and resume to [recruiting@virtusre.com](mailto:recruiting@virtusre.com).**