



Executive Assistant

Job Title: Executive Assistant

Type: Full Time

Location: Denver, Colorado

Urban Villages, Inc., is a Denver-based, privately owned real estate development and property management company that specializes in timeless design and environmentally responsible development and management practices (www.urban-villages.com). We focus on long-term value creation for all of our project stakeholders: investors, partners, tenants, neighbors, communities, and our environment. Urban Villages creates places where people and businesses thrive.

Position Overview:

We are seeking a full time Executive Assistant (EA) to primarily provide support to the Chief Executive Officer by providing business executive level administrative and assistant support. The Executive Assistant will be responsible for providing clerical support, arranging travel and correspondence, scheduling meetings, running business and personal errands, and coordinating personal vendors and caretakers. This position manages a wide variety of tasks relating to business matters and some personal matters. The Executive Assistant will also provide administrative and assistant support to the General Counsel.

The ideal candidate has a minimum of two years experience as an Executive Assistant, experience as a legal assistant or paralegal, great interpersonal and communication skills, excellent writing skills, and is detail-oriented, resourceful, and a proactive thinker. We're looking for an individual who understands the value of providing high-level assistant support and can present the ultimate in graceful service with foresight and discretion to the executive.

Tasks and Responsibilities

- Manage and maintain the CEO's business schedule, including scheduling travel and conferences, making appointments, and making changes to appointments, including preparing and vetting daily briefing of the CEO's daily schedule. May require collaboration with other Executive support staff.
- Coordinate and prepare in office meetings for CEO (arrange lunches, correspond with meeting participants as necessary)
- Open, sort, distribute and respond to business correspondence on behalf of Executive as directed, including email, faxes, and snail mail.
- Writing business and personal notes, emails and letters on behalf of the executive.
- Prepare executive responses to routine memos, letters, or correspondence.
- Organize and maintain the CEO's office, including managing his filing system
- Clerical duties: maintaining records and document management by scanning, emailing and uploading to online file storage, filing hard copy documents for all entities and departments as directed.
- Responsible for personal tasks as assigned, including running personal errands and coordinating personal vendors and caretakers, etc.
- Provide general administrative support to General Counsel, including coordination of calendars and appointments, travel and meeting arrangements, filing, and support legal billing process as directed.
- Support other Company Executives as needed.
- Support office administration as needed.



- Conduct or support special project research as needed and as time allows outside of primary responsibilities.
- Other tasks assigned as needed and requested.

Position Qualifications and skills:

- Minimum 2 year years experience as an Executive or Administrative Assistant; Legal Assistant or Paralegal experience a plus
- Bachelors degree or higher a plus.
- Strong verbal communication skills
- Excellent administrative/supportive skills
- Excellent writing skills – handwriting, excellent grammar, succinct and error-free
- Gracefully assertive and comfortable communicating directly and frequently with senior executives
- Quick, proactive and independent thinker, strong problem-solving ability, able to be resourceful and adaptable under pressure, both in the day of the Executive and on general responsibilities.
- Exceptional customer service and interpersonal skills; ability to professionally interact with a broad range of clientele/relationships
- Exceptional work ethic and ability to accomplish objectives with little daily supervision and distraction
- Ability to tackle multiple tasks simultaneously without losing focus or attention on any one; not afraid to ask for help when needed
- Excellent organizational skills with attention to detail and systematic, accuracy-driven approach
- Proficiency with Mac Operating Systems and Microsoft Office applications.
- Absolute discretion when it comes to personal and confidential information.

Compensation and benefits:

Compensation will be commensurate with skills and experience. Employees may be eligible to participate in benefits packages, which include medical, dental, vision, retirement, paid holidays, vacation and sick time, and public transit pass.

Application Process:

Candidates should send a cover letter, available start date, résumé and salary requirements to careers@urban-villages.com. Qualified candidates will be contacted directly. No phone calls, please.