

# LAND PROFIT

## GENERATOR

### Executive Assistant

We are currently searching for a self-driven and highly organized person to serve as an Executive Assistant to the two co-founders of the company and to also provide a wide range of administrative and office support to our real estate and education company: **Land Profit Generator**. This position requires that you live in Phoenix, AZ and work at least 4-days a week from our physical office location in Northern Phoenix.

We are a fast moving, hard-working, yet fun loving, family-oriented, virtual team of people from all around the world (literally) in the Real Estate Investment and Online Education Industry.

We specialize in flipping land, buying cash flow real estate (houses and multi-family properties), and making a difference in the world by teaching others how we do what we do so they too can become financially independent.

You will be assisting the company co-founders Jack and Michelle with organizing their day as well as helping implement various office admin related tasks as needed.

Extreme attention to detail and organization is required and you will be relied on to manage the owner's...

- Calendar
- Daily Appointments
- Prioritizing To-do's
- Assisting with phone calls and emails
- Organize and run complex projects
- Communicate well and in a highly professional manner both in writing and in person with both our customers and investors
- Summarizing Meeting Points
- Running business/personal errands as needed
- Data Entry
- Data Reporting
- \*Occasional after business hour work may be required (as well as monthly virtual events that take place over the weekend)

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### Responsibilities:

- Ability to juggle multiple projects with superb accuracy, so you must enjoy doing different things every day.
- Ability to think on your feet. We have a very low hierarchy and give you the ability to make many decisions yourself, so the ability to think independently is important (no robot people please :))
- Manage the manager, meaning proactively keep Jack and Michelle organized in a way that when they need something they can find at a moment's notice.
- Strong administrative skill with clerical support including mailing, scanning, faxing, copying, and organizing physical office and files
- Pick up, open, organize incoming and outgoing mail
- Stay in touch on an ongoing basis with our benefits and payroll provider regarding all hr and related documentation, communications and objectives that must be completed and ensure we are on time, accurate and complete in all areas
- Hiring and Recruiting to include creation of job descriptions, reviewing and vetting applicants, interviews, background checks, presenting offers for employment, shipping new hire equipment and welcome package
- Maintaining employee HR files
- Managing Legal related HR cases
- Setting up payroll and insurance benefits with outside providers for new hires and filing necessary documentation at state and federal level
- Schedule Podcast and manage calendars

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- Exceptional customer service skills, over the phone / video and in person, with our customers and internal team members.
- Strong sense of urgency and problem-solving skills.
- Maintain electronic and hard copy filing system.
- Perform data entry in customer relationship management (CRM) system and scan documents.
- Assist in resolving any administrative problems at all levels.
- Run company's errands to post office, storage facility, and office supply store.
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails.
- Schedule and coordinate meetings, appointments, and travel arrangements for owners
- Maintain office supplies for department
- Assistance in personal tasks from car wash to picking up the executive's daughter from school.

### **Qualification:**

- Paralegal experience (or equivalent work experience) is a plus
- Bachelor degree desirable (or equivalent work experience)
- 3+ years of hands on administrative support experience
- Proficient in learning new software quickly.
- Proficiency in MS Word, MS Excel, and MS Outlook a must (really it's important)
- Knowledge of principles and practices of basic office management
- Excellent communication skills - written and verbal
- Ability to prioritize projects and strong problem-solving skills
- Good research skills and attention to detail
- Must be willing to travel a few times per year

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- Must be willing and able to organize physical files and inventory as well as occasionally transport them.

### **Key Competencies:**

- Communication skills - written and verbal
- Planning and organizing
- Prioritizing
- Problem assessment and problem-solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Customer service orientation
- Teamwork
- Thoroughness
- Technical capacity
- Knowledge of DocuSign and Google Docs