The Davis Companies
Executive Assistant – Property Management

TITLE: Executive Assistant – Property Management
COMPANY: The Davis Companies
LOCATION: Boston, MA
REPORTING RELATIONSHIP: The Executive Assistant – Property Management will report to the Managing Director – Property Management.

COMPANY BACKGROUND: Founded in 1976, The Davis Companies has earned a reputation for integrity, creativity and excellence, making it one of the premier real estate investment, development and management firms in the northeast U.S. Our offices are located in Boston, MA and Norwalk, CT with a team of 100+ professionals dedicated to real estate acquisitions, management, development and other corporate functions.

At The Davis Companies, we believe our most valuable asset is our people. We strive for excellence in all of our pursuits and take pride in maintaining a collaborative and career enhancing experience for our employees. The company offers competitive compensation, top of the line benefits, and the opportunity to work with best-in-class real estate professionals in a fast-paced, challenging and rewarding environment. To learn more about The Davis Companies, go to www.thedaviscompanies.com.

RESPONSIBILITIES: Specific responsibilities will include, but are not limited to, the following:
- Coordinate calendar management for Managing Director – Property Management.
- Coordinate/manage domestic travel, including the expense management process.
- Assist Managing Director – Property Management in communicating effectively and timely with property managers and other staff, as needed.
- Make recommendations regarding process change and solutions for department efficiency.
- Coordinate communication between Managing Director – Property Management and company contacts.
RESPONSIBILITIES:
(Continued)

- Revise and prepare meeting materials and write correspondence to internal and external clients, as appropriate.
- Work closely with internal departments to ensure operational efficiency.
- Coordinate monthly reporting from Tenant Service Coordinators.
- Manage the service process from various vendors for corporate and other requested work.
- Provide Tenant Service back-up for Tenant Service Coordinator.
- Provide Property Managers with administrative assistance, as requested.
- Manage all aspects of company cell phone arrangements. Primary contact for AT&T, Sprint, and Verizon. Order and activate new phones, as needed. Troubleshoot phone issues.
- Support all administrative functions for the Managing Director – Property Management.
- Schedule and coordinate services in support of meetings and prepare meeting minutes, as requested.
- Respond to requests via email, voicemail, fax and phone in a timely manner.
- Gather information, research matters and write emails and reports which are often complex in nature, utilizing independent judgment on behalf of Managing Director – Property Management.
- Generate reports determining appropriate data inclusion and output criteria; reviews for validity and accuracy of information and data.

QUALIFICATIONS:

- 8 - 10+ years administrative experience, preferably 3 – 5 years in commercial real estate and at least 3 years supporting an Executive
- Bachelor’s degree in business or other related area preferred
**QUALIFICATIONS:**

(Continued)

- Strong computer skills, including Microsoft Word, Excel, PowerPoint, and Outlook
- Keen attention to detail and strong organizational skills
- Excellent communication skills - both verbal and written
- Excellent interpersonal skills
- Ability to multi-task effectively
- Resourceful
- Flexible and adaptable
- Ability to work with confidential information in a diplomatic and sensitive manner
- Flexibility and strong time management skills in handling a diverse array of assignments is essential
- Proven self-starter with the ability to work independently and take initiative with limited direction
- Ability to work collaboratively with peers in a timely and respectful manner
- Ability to interact with all levels of management
- Professional image, high motivation and initiative

**PERSONAL CHARACTERISTICS:** The successful candidate will be:

- Analytically minded
- Able to exercise sound judgment
- Highly professional with strong interpersonal skills
- Able to work effectively with others and be a team player
- Flexible and adaptable in a changing environment
- Dependable and reliable and possess a high level of energy

**COMPENSATION AND BENEFITS:** Compensation will include a competitive base salary and bonus, profit sharing and an attractive benefits package.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), national origin, age (40 or older), marital status, sexual orientation, gender identity/expression, citizenship, real or perceived disability or handicap, genetic predisposition, veteran status, and/or any other protected category in accordance with applicable federal, state or local laws.