

## PERSONAL & EXECUTIVE ASSISTANT

POSTING DATE  
February 29, 2024

POSITION  
Full-time, exempt

PAY RANGE  
Commensurate with  
experience. Eligible for a  
year-end performance  
bonus.

CONTACT  
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People & Culture

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### Company Description

Founded in 2008, EB5 Capital is an industry-leading investment company that specializes in raising foreign capital for real estate development projects across the United States. We partner with investors and developers to facilitate capital investment in exciting projects that help revitalize communities, create jobs, and ensure successful immigration to the United States through the EB-5 visa program.

Located in Bethesda, MD, we offer an internationally diverse, entrepreneurial work atmosphere that is values-driven and employee-focused. Our growing 50-person team speaks 15 languages and has travelled to nearly 100 countries. We believe our collective diversity and cultural experience enhance our competitive advantage when it comes to serving our investors from more than 70 countries.

From the beginning, we've wanted EB5 Capital to be different from other companies. Different in how we treat our clients, different in how we work with each other, and different in the results we achieve. These differences are best captured in the [25 "Fundamentals"](#) that are the foundation for our unique culture.

### Job Summary

EB5 Capital is searching for an Executive & Personal Assistant who will be responsible for providing comprehensive administrative support and personal assistance to the Founder & Chief Executive Officer. The Personal Assistant will be involved in all areas of her executive and personal affairs. They will assist with the administration and tracking of the CEO's inboxes, the coordination of meetings, events/engagements, and special projects. The successful candidate will be extremely organized, efficient, customer-service oriented, able to multitask, prioritize, and meet deadlines. The position requires excellent communication, writing, and organizational skills. Independence, resilience, high IT proficiency, and ability to be discreet and maintain confidentiality are all highly valued. This position is perfect for people who possess a strong work ethic, determination, and a natural ability to manage multiple tasks simultaneously.

This position reports directly to the CEO and is based in the Bethesda, MD office on a hybrid schedule. Remote work is a possibility.

### Duties & Responsibilities

- Plan, coordinate, and ensure the CEO's schedule is followed and every effort is made to protect her limited time;
- Drive a list of key priorities the CEO needs to tackle each day to maximize her time in and out of the office, including signatures, document review, inbox management, invitations, deadlines, reminders, etc;
- Carve out time each day to check-in with CEO to align on shifting priorities;

- Coordinate complicated scheduling and extensive calendar management of the CEO's personal and professional calendars and inboxes;
- Schedule meetings, appointments, conference attendance, and speaking arrangements;
- Anticipate conflicts, address matters swiftly, and follow through on projects to successful completion, often meeting tight deadlines;
- Manage, coordinate, and arrange the CEO's domestic and international travel and travel-related activities, including hotel bookings, flights, visas, transportation, meals, drafting itineraries and agendas, compiling documents for meetings, and making purchases;
- Provide meeting coordination with thoughtful detail including drafting and circulating meeting agendas, preparing minutes, communicating meeting reminders, confirming venues, and arranging catering. Take comprehensive meeting minutes, edit, and distribute to all meeting attendees;
- Prepare detailed expense reports monthly in accordance with company policy;
- Receive incoming communication or memos on behalf of the CEO, review contents, determine importance, and summarize and/or distribute contents to appropriate recipients;
- Conserve the CEO's time by reading, researching, collecting and analyzing information or news as needed;
- Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents;
- Provides support with organization through tasks such as transcription of notes and voice memos, spreadsheet preparation, mailing, and maintenance of a filing system and contact database;
- Research and/or manage vendors and resources as needed;
- Be responsive to emails/texts/phone calls outside normal business hours;
- Be willing to change your schedule as needed when the CEO is traveling in other time zones so that there is an overlap of 4 hours with the altered business hours;
- Provide personal assistance with tasks such as setting doctor's appointments, merchandise returns, purchases of gifts, family travel, etc;
- Maintain confidentiality, as this role is privy to confidential material;
- Complete ad hoc projects as assigned – such as personal events, external commitments, and/or family needs;
- Performs additional or related duties as assigned.

### **Qualifications, Education, and Experience Requirements**

- You are a perfectionist with impeccable attention to detail, who has strong proof-reading, grammar, and punctuation skills;
- You have strong technical competencies with Office Suite (Word, PPT, Excel) and GSuite (Gmail, Chat, Forms, Drive, Sheets, Calendar, Docs, Contacts);
- You are excited about using ChatGPT in your day-to-day work;
- You have prior experience working in an office setting or in an administrative or personal assistant role (preferred, not required);
- You are proficient with Adobe Acrobat Pro;
- You demonstrate emotional intelligence, judgment, discretion, and confidentiality in all matters;
- You have strong verbal and interpersonal skills for in-person interactions, phone calls, and video calls;
- You have strong organizational and time-management skills, and can juggle multiple tasks at once while being extremely punctual, proactive, and deadline-oriented;
- You are confident, enthusiastic, have high energy, a positive attitude, and an optimistic outlook with balanced by humility, a helpful demeanor, and a willingness to learn;
- You can communicate effectively with a predominantly remote CEO;

- You are a resilient self-starter, capable of functioning with little management or supervision;
- You can understand and anticipate unspoken needs and are able to adapt to last minute shifts;
- You represent the company and the CEO in a positive light;
- You are flexible and willing to change your schedule as needed when the CEO is traveling in other time zones, understanding that your work may fall during non-traditional business hours;
- You are comfortable working with and respectful of people from different cultures, countries, religions, and customs;
- You have prior experience in traveling or arranging travel internationally and handling visa and immigration issues;
- You love traveling and learning about new cultures;
- Bachelor's Degree (preferred, not required);
- You are familiar with Slack and Signal (preferred, not required);
- You are multi-lingual;
- You have extensive experience living abroad outside the US (different regions and cultures is a plus);
- You are honest, organized, patient, and have a passion for improving the lives of other people;
- Enneagram Type 2 and Type 6 are also encouraged to apply, as we believe they are well suited for the role.

### **Other Information**

EB5 Capital provides an excellent benefits package including generous paid time off, a hybrid work schedule, employer-sponsored medical, dental, and vision insurance, retirement plan matching & profit sharing, short-term and long-term disability, parental leave, and free parking.