

Executive Assistant, New York

Columbia Property Trust is in growth mode and searching for the support of a strong **Executive Assistant** in our **New York headquarters' office**. Columbia owns and operates Class-A office buildings concentrated in New York, San Francisco, and Washington, D.C. Its portfolio consists of over nine million square feet, including 19 operating properties and one property under redevelopment. With executive offices in New York, San Francisco, Atlanta, and Washington, D.C, Columbia carries an investment-grade rating from both Moody's and Standard & Poor's.

The Executive Assistant enhances our office's effectiveness by providing information support, managing schedules and travel itineraries, and proudly representing our headquarters' office to others. We are seeking a polished professional who embraces challenge and has a strong drive to achieve. We like to set the bar high, roll up our sleeves and work together to achieve excellence.

Job Responsibilities:

- Provide assistance to the CEO of a publicly listed real estate investment company with \$5 billion in assets and corporate offices in 4 locations
- Oversee all daily office functions and improves efficiency and effectiveness by studying, evaluating, and re-designing processes; implementing changes
- Works closely and effectively with the management team to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Assist in maintaining Outlook schedules to establish priorities, coordinate meetings and functions;
- Perform a variety of coordinator duties, which may be complex and confidential; secure appropriate signatures and track documents through the approval process, greet visitors, answer telephones, take messages, respond to general questions regarding the headquarters' office and coordinate conference calls via videoconferencing
- Coordinate travel arrangements: travel itineraries, agendas, expense reports, etc.
- Responsible for all vendor management which includes ordering equipment and supplies, managing and monitoring service levels and addressing unsatisfactory vendor services
- May also assist with other related administrative duties and support of other senior management and act as backup to the receptionist as needed

Job Requirements:

- Prefer at least 7+ years' experience with excellent administrative, time management and communication skills
- Advanced proficiency in Microsoft Word, Power Point and Excel with an aptitude for quickly learning other software applications as needed
- Ability to multi-task and work independently in a changing work environment
- Excellent organizational skills with demonstrated track record for effective and constructive solutions to challenges and obstacles
- Ideal candidate will be a resourceful self-starter with the ability to take initiative and see issues through to satisfactory completion and resolution

Physical Demands:

The worker is sitting most of the time but can often include tasks involving light work, exerting up to 20 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to move about inside the office to interact and assist tenants. May involved extended periods of standing. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.