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## JOB DESCRIPTION

**Job Title**      **Executive Assistant**

**Company**      **AMB Property LP**

**Department**    AMB General

**Office**          San Francisco

### **Position Overview**

Provide high-level support to the Chief Investment Officer as well as back up support to other officers when needed. Duties are complex and confidential requiring the highest level of discretion and independent judgment. Employees within this role will have continuous contact/communication with executive level management as well as senior management with external firms.

A qualified candidate must be highly organized, competent in key administrative skills, well-spoken and comfortable in a fast-paced demanding environment. Ideal candidate will have at minimum 8 years experience playing the role of a gate keeper for C Level executives.

### **Major Responsibilities**

- Support the officer with day-to-day responsibilities. (ie. Managing calendar and daily schedule)
- Answering departmental phone lines and determining urgency and requirements for handling incoming calls. Field calls and information requests for the manager.
- Preparing extensive travel arrangements (international and domestic)
- Copying and scanning documents, reports, or other materials as needed for external or internal distribution
- Maintaining updated contact information, contact lists, client meeting notes, and contact database
- Collect, open, and distribute all mail, documents, faxes and correspondence sent by courier. Prepare mail, faxes, and correspondence for outgoing delivery.
- Remain apprised and conversant in materials issues affecting manager.
- Timely preparation and submission of expense reports
- Be prepared to answer telephones as primary or “back-up” receptionist as directed.
- Coordination of meetings (ordering food as necessary, setting up and cleaning up conference room, preparing handouts or appropriate materials, and addressing special equipment needs)



### **Interpersonal Skills**

- Enthusiastic, positive attitude, and customer service oriented
- Accurate, adaptable, diplomatic and discreet
- Demonstrates initiative and good judgment
- Ability to interact with all levels of management and co-workers
- Ability to interact with outside vendors

### **Education/Experience**

- 8+ years administrative experience
- Ability to coordinate and prioritize workflow to assure immediate and long range tasks are performed in an appropriate timeframe.
- Superior written and oral communicating skills; able to write and edit documents across all platforms
- Experience communicating directly with executive management
- Strong command of English grammar skills
- Detail orientated with strong planning, organizational and time management skills
- Solid decision-making and problem solving skills
- Event coordination experience a plus
- Experience with database management and Salesforce.com a plus
- Computer proficiency in Microsoft Word, Excel, PowerPoint, and Outlook
- Able to work well under pressure, multi-task; work overtime (evenings and/or weekends) when necessary

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