



Thirty-Four Commercial – Executive Assistant

Job Description

Reporting directly to both Presidents, the Executive Assistant (EA) provides executive support in a one-on-one working relationship with each. The EA serves as the primary point of contact for internal and external constituencies on all matters. The EA must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The EA will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. The EA must possess high energy and a strong positive attitude.

Location: Dallas, TX

Position Type: Full-time

Reports To: Presidents (2) of the Company

Executive Support:

- Completes a broad variety of administrative tasks for the Presidents, including managing an extremely active calendar of appointments, completing expense reports, composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Presidents, including those of a sensitive or confidential nature. Determines appropriate course of action, referral, or response.
- Provides a bridge for smooth communication between the President's office and internal departments, demonstrating leadership to maintain credibility, trust, and support with senior management staff.
- Works closely and effectively with the Presidents to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the Presidents updated.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the Presidents, some of which may have organizational impact.
- Prioritizes conflicting needs; handle matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressure
- Assist marketing department with corporate events and client communication
- Oversee IT and is liaison between HK and outsourced IT
- Oversee Office Manager



**Personal Support – Liaison between Sarah Kennington and Household Staff
(Including, but not limited to)**

- Planning, organizing and coordinating events
- Manage household calendars and schedules
- Arrange appointments
- Schedule home maintenance projects
- Planning, coordinating and organizing family trips.

Qualifications:

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, and external partners
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Emotional maturity
- Highly resourceful team-player, with the ability to also be extremely effective independently
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions
- Must have a great attitude

Education and Experience Requirements:

- Bachelor's degree required
- Strong work tenure: 5 to 7 years of experience supporting C-Level Executives in commercial real estate
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), and Adobe Acrobat
- Candidate must be a fast learner, have strong adaptability skills and a great attitude

For any inquiries, contact careers@thirty-four.com or email your resume to apply for this role.



Thirty-Four Commercial

About Us:

Thirty-Four Commercial is a boutique, full-service commercial real estate firm in Dallas, TX. We specialize in leasing and managing new developments, office, retail, and industrial assets. From dirt to disposition, our experts engage market-leading property and project management, providing white-glove service to all clients ranging from institutions to family-owned properties.