

Equus Management Group

Executive office assistant

Equus Management Group is looking for a full-time executive office assistant to join our family at our Reno Office Location. You will perform clerical and administrative functions for the executive staff. The perfect candidate is outgoing, a multitasker, and enjoys a fun and a fast paced environment. If you think you would fit in and could excel in this position please e-mail your resume and cover letter to matt@equusmanagement.com.

We hope to hire someone who will grow with us and possibly become a Community Association Manager down the line.

The successful candidate must possess the following attributes and skills:

- Be patient and professional with visitors, clients, and staff
- Neat and professional appearance
- Honest and reliable
- Cheerful, optimistic, and friendly attitude
- Strong interpersonal skills
- Respect for confidentiality
- Ability to multitask and be flexible
- Team player
- Accuracy, attention to detail, organized, and detail oriented
- Problem solving skills
- Ability to stay calm under pressure
- Effective written and verbal communication
- Effective computer knowledge in Microsoft Excel, Word, and Outlook

Duties include, but are not limited to:

- Answer busy phone lines
- Filing
- Data entry
- Heavy administrative support to the executive staff
- Helping with mailers
- Draft correspondences and other formal documents
- Plan and schedule appointments with Owners, Board, and contractors

Compensation / Benefits:

- Competitive pay rate and room to grow with us
- Excellent benefit package offered with medical, dental, and vision insurance
- Paid Holidays
- Sick Leave
- Vacation Time
- 401K Matching
- Hourly pay