



## **PA/EA TO CEO OF SAN FRANCISCO INVESTMENT REAL ESTATE FIRM SAN FRANCISCO FINANCIAL DISTRICT**

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Swift Real Estate Partners is pleased to announce that we have an opening for a PA/EA to the CEO and Founder of a well-respected San Francisco commercial office real estate investment firm.

Are you a PA/EA with at least 5 years of executive support experience?

Are you considered indispensable, reliable, and a trusted, diplomatic PA/EA, recognized as the calm-in-the-storm and always with a smile on your face?

Do you have excellent event and project management skills, thrive in a fast-paced environment as you shift gears from one project to another with little to no direction as you solve problems and get her done?

Do others look at you in awe given your stellar organization skills, as you take pride ensuring that nothing slips-through-the-cracks on your watch?

Would you like to work for a stable and thriving company that offers a collaborative team environment, values its employees, and has excellent benefits?

If you answered "YES" to all the above and are ready to dive-in to an exciting position, then read on - we are looking for you!

### **Position Responsibilities:**

As the "right-hand support and go-to person" to the CEO, the ideal candidate will be somebody who enjoys working in a fast-paced office and enjoys event and project management. Using your exceptional communication and organizational skills, you will provide outstanding support overseeing a host of high-level projects including, but not limited to, the following:

### **PA/EA Responsibilities for the CEO**

1. Own and monitor the CEO's ever-changing calendar and schedule, ensuring he has all the materials in advance for meetings and appointments and his schedule is intact.
2. Event management from soup to nuts with great attention to detail including researching, planning, organizing, and creating a spectacular event!
3. Acting as the CEO's travel agent guru, you will oversee his travel arrangements including booking all air, hotel, and transportation arrangements, to include creating detailed itineraries.
4. When the CEO is out of the office, ready-on-the-draw when he calls in to provide him with updates on projects, email and other pending items requiring his attention.
5. Daily updates to the CEO on pending projects so he is in the loop, including keep the action-item task list current.
6. Ability to take fast-notes or dictation with accurate transcription.
7. Bill and invoice management paying the CEO's various personal invoices.
8. Partnering with IT and respective vendors, troubleshoot and resolve the CEO's IT and phone related issues.
9. Scheduling personal appointments including medical, dental and vision appointments. Submitting and tracking medical receipts to FSA for reimbursement.

10. Oversee and organize the CEO's hunting trips, both domestic and international, to include:
  - Obtaining hunting permits
  - Working with Los Gatos Meat Company to have meat processed following a hunting trip
  - Organizing all aspects and details of the trip with other attendees
11. Execute and oversee the CEO's property management related activities pertaining to his personal residences to include:
  - Overseeing requests to contractors for repairs including follow-up, follow-through, and invoice tracking
  - Obtaining necessary permits for on-site property projects
  - Researching and negotiating services for vendor-related services and requests
  - Relationship building with contractors, vendors, and property managers to ensure the CEO's requests are fully met and in a timely manner
  - Invoice management to ensure expenses are paid by the due date, in addition to creating forecasts outlining future expenses
  - Overseeing and managing all reservation requests for the CEO's properties in HI including managing the reservation schedule and reservation payments
12. Other miscellaneous duties as needed.

**Project Management Support Partnering with the EA to the President & Chief Investment Officer**

1. Investor related activities include working in conjunction with the EA to the President and CIO to:
  - Schedule and organize investor meetings requiring the President's attendance
  - Event support and coordination for investor meetings, including location/venue selection, communication and all other event details
  - Finalizing meeting agendas; sending meeting members the investor[s] bio and company info
2. Create presentations using your strong Outlook and Power Point skills
3. Partnering with the Marketing Manager on the preparation of press releases, press interviews and outward facing documents
4. Company-related events: Overseeing monthly events for the CEO for investors, YPO members, "friends of Swift" ("FOS").

**Qualifications:**

1. This is a full-time, "100% in-office" position with office hours from 8:30 a.m. to 5 p.m. PA projects are 85% of the job and EA 15% of job duties
2. Roll-up your sleeves with no project too big or small
3. Bachelor's degree; advanced degree a plus
4. Strong work tenure of 5 to 10 years of experience supporting C-Level Executives, preferably in a commercial office real estate organization
5. Outstanding MS Office skills including, Outlook, Word, Excel, and Power Point). Excellent Adobe Acrobat, and Social Media web platforms experience.
6. Works well under pressure with little to no supervision. You are the calm in the storm.
7. Maintain highly confidential information with discretion. Trustworthiness & confidentiality is a must.



8. Exceptional customer service skills using diplomacy.
9. Outstanding team player with strong skills managing up, down, and sideways.
10. Sense of urgency, self-motivated, proactive; solutions-oriented.
11. Exercises sound judgment.
12. Loves the PA/EA role and serving. Adaptable to change.
13. Detail-oriented and organized with excellent follow-up and follow-through skills in meeting deadlines.
14. Outstanding written and verbal communication skills.
15. Flexibility after-hours to respond to text messages or calls from the CEO

**About Swift:**

This is a fast-paced, creative firm full of committed, hardworking, smart people who like to have fun. The CEO is committed to making his company the “best in class” as we strive for excellence in serving each other and the firm’s investors.

Founded in 2010 by Christopher Peatross, Swift Real Estate Partners is a vertically-integrated real estate operating company focusing on West Coast value-add office and industrial properties. Striving to become the premiere West Coast real estate operator and best-in-class, Swift has a proven track record of providing superior risk-adjusted returns to its partners. Swift owns and operates approximately 5 million SF.

**About The Benefits:**

In exchange for your talents and dedication, the firm is pleased to offer a comprehensive healthcare and flexible spending benefits plan that includes full coverage of the employee’s healthcare premiums, and coverage at 50% of the dependent’s premiums. In addition, we offer competitive salaries and bonus opportunity, an excellent 401(k) plan with dollar-for-dollar matching up to 4%, 13-holidays per year and a Community Service Day, and a fun and collaborative work environment. This is an opportunity to make a name for yourself as the top Officer’s PA/EA; to develop a trusting and long-term relationship that comes with rewards!

If you fit the profile above and would like to work for a thriving company that is going places, we look forward to receiving your resume in a Word document along with your salary expectations. EOE. M/F/D/V. Check out our website at [www.swiftrp.com](http://www.swiftrp.com)!