



Personal Project Assistant to Founder of West Coast Real Estate Operating Company SAN FRANCISCO FINANCIAL DISTRICT

Swift Real Estate Partners is seeking a Personal Project Assistant to support its Founder with his personal related projects.

Are you a PA with at least 5 years of personal assistant support experience to a C-level executive?

Are you considered reliable and professional, 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, with the ability to shift gears from one project to another with little, to no direction?

Do you have stellar organization skills, taking pride to ensure nothing slips through the cracks?

Do you have outstanding communication skills, including excellent grammar and writing skills, able to seamlessly produce error-free documents with little to no typos?

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 into a dynamic position, then read on -we are looking for you!

Overview of Position Responsibilities:

As the “go-to person” to the Founder, the ideal candidate will be somebody who enjoys working in a fast-paced office and enjoys event planning and project management of personal related tasks. Projects include:

PA Responsibilities

1. **Calendar-management:** Own and monitor the Founder’s ever-changing calendar and schedule to ensure all details are noted and up to date on his calendar, including details surrounding his wife’s travel arrangements and family related activities.
2. **Event Management:** Oversee all aspects of the Founder’s events to include strong attention to detail, research, plan, organize and create events such as:
 - Couples’ week in Hawaii, 20 attendees
 - Labor Day weekend at the Rainbow Lodge, 50 attendees
 - CWA fundraiser at the Founder’s ranch, 100 attendees
 - Company-related events for his YPO group and Swift’s “Friends of Swift (“FOS”)” program.
3. **Travel Management:** Book all travel online for the Founder, to include all his personal and hunting trips. Travel management includes booking all air, hotel, and transportation arrangements, with detailed itineraries.

4. Proactive Communication: When the Founder is out of the office, prepared when he calls in to provide updates on projects, emails, and other pending items requiring his attention.
5. Daily Project Updates: Provide the Founder with a daily update on pending projects, and a weekly update that includes maintaining and keeping current, the master action-item task list.
6. Note Taking: Ability to take fast-notes or dictation with accurate transcription.
7. Bill and invoice management: Responsible for paying the Founder's personal invoices to ensure payment is received by the due date.
8. IT Management: Partnering with IT and respective vendors, to troubleshoot and resolve any IT and phone-related issues.
9. Personal Health-related Appointments: Schedule all personal medical, dental, and vision appointments, including submitting and tracking medical records, and receipts for FSA reimbursement.
10. Hunting Trips: Oversee and organize the Founder's hunting trips, both domestic and international, to include:
 - Obtaining hunting permits/licenses
 - Arrange for private and/or commercial travel arrangements.
 - Working with Los Gatos Meat Company, arrange for meat to be processed following a hunting trip.
 - Oversee the transportation of taxidermied animals to the Founder's properties.
 - Organizing all aspects and details of the hunting trip with other attendees and guests.
11. Support to the Founder's Wife: Assist the Founder's wife with scheduling events at the Founder's Ranch, including travel arrangements.
12. Personal Property Management Activities: Execute and oversee the Founder's property management-related activities pertaining to his personal residences including:
 - 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.
 - 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 Founder's two properties in HI including managing the reservation schedule and reservation payments.
 - Partner with the Marketing team to ensure event calendars are current to reflect when the Founder has reserved event space.
13. Other miscellaneous duties as needed.

Qualifications:

- This is a full-time, 100% in-office position with office hours from 8:30 a.m. to 5 p.m.
- Bachelor's degree preferred; advanced degree a plus.
- Outstanding MS Office skills including, Outlook, Word, Excel, and PowerPoint. Excellent Adobe Acrobat, and Social Media web platforms experience.
- Maintain highly confidential information with discretion. Trustworthiness & confidentiality is a must.
- Exceptional customer service skills using diplomacy; works well under pressure.



- Outstanding team player with strong skills managing up, down, and sideways.
- Sense of urgency, self-motivated, proactive; solutions-oriented.
- Exercises sound judgment and adaptable to change.
- Detail-oriented and organized with excellent follow-up and follow-through.
- Outstanding written and verbal communication skills with attention to detail with little to no typos.
- Flexibility after-hours to respond to text messages or calls from the Founder.

About Swift:

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 a 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; 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!