

EXECUTIVE ASSISTANT

Time Equities, Inc. ("TEI"), a full-service global real estate company, is seeking a full-time, hardworking, highly organized, detailed-oriented Executive Assistant to support the Director of Mortgage Brokerage. The ideal candidate is highly professional, efficient and capable of prioritizing tasks. The candidate will be proactive and ambitious person who takes initiative with positive energy. This professional will play a critical support role for the department and possess strong written and verbal communications skills while working proactively and thinking critically.

RESPONSIBILITIES

- Coordinate team communications, respond to calls/emails, and interface with clients
- Prepare invoices, memos, and reports
- Maintain expense tracking
- Maintain organized filing systems (electronic & hard-copy), databases and retrieve information
- Draft and send a large volume of emails to lenders and clients
- Schedule meetings, calls, webinars, and manage travel arrangements
- Help prepare for office visitors and meetings
- Provide general administrative support
- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among staff and clientele

REQUIREMENTS

- Bachelor's degree or High school diploma with equivalent experience
- 3 to 5 years' experience as an executive assistant or other administrative support experience
- Familiarity with real estate & commercial mortgage terms and fundamental concepts
- High level of critical thinking, attention to accuracy, and creative problem-solving skills
- Resourceful and independently organized without needing regular guidance
- Ability to organize a daily workload via prioritization
- Proficiency in all Microsoft programs (Word, Excel, PowerPoint, Outlook)
- Excellent typing skills
- Knowledge of Mail Merge for large email distributions
- Professional level of verbal and written communication skills
- Ability to interact well with internal staff and clientele

BENEFITS AND PERKS:

- Broad competitive compensation and benefits package including Medical, Dental, Vision, Life, and Disability insurance
- 401(k) Retirement Plan with company-matched contributions
- Eligible to elect other voluntary benefits including FSA, additional life insurance coverages
- Up to \$3,500/year in tuition reimbursement for continuing education relevant to one's job.
- Tax-free benefits for mass transit or parking expenses
- Access to an Employee Assistance Program for services including counseling, financial and legal consultation, referrals for care service, and more
- Opportunity to enroll in an internal mentorship program
- Opportunity to serve on various internal committees such as the Change Committee and Wellness Committee

- Health and wellness opportunities including discounted gym membership options with NYSC and Class Pass
- Paid time off including vacation, sick, and personal days

WHO WE ARE:

Founded in 1966, Time Equities, Inc. (“TEI”) has been in the real estate investment, development, and asset and property management business for more than 50 years. TEI currently holds in its portfolio approximately 36 million square feet of residential, industrial, office, and retail property including about 5,000 multi-family apartment units, approximately 580,000 square feet in pending acquisitions, and 1.7 million square feet of various property types in stages of pre-development and development. With 327 properties across 33 states, 5 Canadian provinces, Anguilla, Germany, Italy, the Netherlands, and Scotland, the TEI portfolio benefits from a diversity of property types, sizes, and markets. There are concentrations in the Northeast, Southeast, Midwest, and West Coast of the U.S., and new markets around the world are always being evaluated.

Time Equities, Inc. does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided based on qualifications, merit, and business needs.

Come join a great company and start a rewarding career path in a booming industry!

If you are interested, please send a resume, salary expectations, and short cover letter explaining specifically why you should be the one selected to jobs@timeequities.com

For more information, please visit our website at www.timeequities.com