

# Job Description



**Job Title:** Executive Administrative Assistant

**Reporting To:** CEO

**Job Function:** Administrative

**Job Location:** Cleveland, OH

## **Summary:**

GBX Group is seeking an experienced and highly organized Executive Administrative Assistant to provide support to our CEO. This role is pivotal in ensuring the CEO's time and efforts are optimized by managing schedules, communications, and key administrative tasks with professionalism and discretion. The Executive Administrative Assistant will be a member of GBX's Admin Team and work closely with members of all teams. This is a full-time, non-exempt opportunity eligible for overtime.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven, and passionate about being part of a team that makes a real impact to join GBX as an Executive Administrative Assistant.

## **Essential Duties and Responsibilities:**

- **Technology:** Utilize and integrate existing technology into all aspects of the position and incorporate emerging technologies.
- **Calendar Management:** Coordinate and manage a complex schedule, including meetings, travel, and events, ensuring efficient time allocation some of which may be personal CEO obligations.
- **Communication:** Handle correspondence, including drafting, reviewing, and prioritizing emails, letters, and reports.
- **Meeting Preparation and Participation:** Prepare agendas, presentations, and materials for meetings; take minutes and follow up on action items as needed.
- **Travel Coordination:** Plan and book travel arrangements, ensuring itineraries align with the CEO's priorities.
- **Relationship Management:** Act as a liaison between the CEO and internal/external stakeholders, maintaining a high level of professionalism and confidentiality.
- **Administrative Support:** Perform general administrative duties such as expense reporting, file management, contact management within Outlook and CRM, and data entry.
- **Special Projects:** Support the CEO with ad hoc projects, research, and tasks to advance strategic initiatives.
- **Flexibility:** Be available outside regular business hours to support time-sensitive needs or unexpected changes in the CEO's schedule.
- **Backup support:** Provide backup support to the Senior Executive Assistant for the Chief Real Estate Investment Officer and other Executive Assistants.

## **Education / Experience:**

- Minimum of 5 years as an Executive Assistant, preferably supporting C-level executives.
- Experience handling confidential information.
- High school degree required; additional qualification as administrative assistant and/or bachelor's degree preferred.

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## **Knowledge Skills & Abilities:**

Knowledge, skills, and abilities listed below are the requirements needed to be proficient in this role.

- Exhibit a natural curiosity about technology and demonstrate comfort and adaptability with both existing and newly developing technological tools and platforms.
- Demonstrate behaviors consistent with the organization's Cultural Norms of Candor, Mutual Respect, Trust/Integrity, Teamwork, Commitment to Excellence, and Fun, as well as the Core Values of Smart, Driven, and Good.
- Able to manage a variety of tasks; well-organized and able to prioritize.
- Proactive and extremely detail oriented.
- Excellent written and verbal communication skills.
- Be professional, assertive, and adaptable to changing conditions.
- Strong interpersonal skills; work well with individuals at all levels of an organization.
- Exercise sound judgement.
- Ability to handle sensitive information with discretion and professionalism.
- Strong research, analytical, and problem-solving skills.
- Able to work independently and as part of a team.
- Ability to work outside of standard work hours (as needed).
- Other duties as assigned.

## **Computer Skills:**

- Proficiency with Microsoft Office software (i.e., Outlook, Word, Excel, PowerPoint, Teams).
- Experience with expense management tools (e.g., Zoho Expense).
- Ability to leverage AI platforms (ChatGPT, Copilot, etc.) to streamline workflows, enhance decision-making, and drive innovation through automation and data-driven insights.
- Knowledge of reporting dashboards and analytics platforms (e.g., Power BI, Tableau, Excel) to create visualizations, generate insights, and support data-informed decision-making.
- Expert ability with online research.

## **AAP/EEO Statement:**

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

***The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.***