

## **Position will be coming up soon! Personal Assistant in Portland, OR**

We will be looking for a personal assistant to support a very busy CEO and family. Candidates must be very detail-oriented, highly organized, and trustworthy with confidential information.

### **Main responsibilities (but not be limited to):**

- Scanning, organizing documents to develop and maintain a document filing system
- Family calendar management
- Making travel arrangements for family - including some complex international travel
- Miscellaneous errands as needed (for car repairs and service, dry cleaning, food, etc.)
- Laundry, dry cleaning, and other household chores as needed
- Vendor relations (contact, assist and execute)
- Bank and credit card reconciliation
- Some additional support for their family investments and such by communication with financial institutions and CEOs Executive Assistant

### **Candidate Requirements:**

- Minimum of 2 years' office or business experience, preferably as PA or EA to senior level executives
- Excellent organizational and time-management skills with ability to handle multiple projects simultaneously
- Ability to be available by phone, text and email throughout the day to respond to family and tenant requests
- Excellent written and verbal communication skills, with stellar attention to detail
- Strong MS Office Suite skills, including MS Word, Excel, Outlook, and QuickBooks
- Confidence to work independently
- High degree of discretion and confidentiality