

Sterling Management, LLC

Position: Executive Assistant
Reports to: Chief of Staff
Type: Full Time
Location: Fargo, North Dakota
FLSA Status: Exempt

Sterling Management, LLC (“Sterling”) is the Advisor to, and is responsible for, managing all matters relating to Sterling Multifamily Trust and Sterling Office and Industrial Trust and their affiliated entities.

DESCRIPTION

Our firm is seeking an experienced Executive Assistant to provide first class and comprehensive administrative support to Sterling’s Chief Financial and Chief Investment Officers. This role will coordinate day-to-day activities, manage administrative needs, ensure timely flow of information to and from the CFO and CIO, and facilitate regular and timely communication to staff. The Executive Assistant to the CFO and CIO will be responsible for anticipating and executing on the demands of senior management while acting as a gatekeeper to manage schedules, availability, and to protect time.

The ideal candidate is a team player with exceptional written and verbal communication and problem-solving skills as the position requires initiative, attention to detail, the ability to learn quickly and a passion for delivering strategic value in a fast-paced environment. A background in executive management within the fields of communications, finance and accounting, legal or human resources is preferred but not required.

ROLE RESPONSIBILITIES

- Manage the administrative functions of the offices of the CFO and CIO which include but are not limited to scheduling, travel coordination, phone screening, file management and task assistance.
- Organize and execute aspects of internal and external meetings including scheduling, reserving space, handling logistics, drafting and distributing agendas.
- Prioritize, monitor and follow up with staff on projects and action items that stem from the offices of the CFO and CIO; ensures deadlines are met.
- Review, proofread and format correspondence prepared for the CFO and CIO to ensure accuracy and completeness.
- Maintain insurance policies on all properties and manage files and certificates as directed by the CFO.
- Manage expenses, travel and time off requests, including those of the CFO and CIO’s direct reports.
- Assist the Chief of Staff with corporate governance and Board-related initiatives which include but are not limited to providing administrative, filing and recordkeeping support.
- Partner with Investor Relations to create, develop and publish internal and external materials for investors such as the Annual Report; assist with website as needed.

- Manage online compliance and Company hotline partnership with the Trust's third-party vendor.
- Manage risk for companies and partners through a records retention policy including, but not limited to internal control compliance under the CFO.
- Maintain organizational charts.
- Act as project manager for special projects as assigned by the Executive Leadership Team.
- Maintain knowledge of company organization and overall policies and operations.

CANDIDATE QUALITIES

- Seasoned ability to multi-task, work under pressure and meet deadlines required, as well as adaptability to deal with urgent and unexpected projects that may arise.
- Exceptional attention to detail, organization, problem solving, and time management skills.
- Excellent written and oral communication skills, and collaborative team player.
- Seeks challenges and self-development; demonstrates high levels of expertise and shows commitment, self-confidence and integrity.
- Sets thoughtful priorities and accurately performs the job duties.
- Ability to effectively and professionally interact with a variety of internal and external individuals.
- Possesses a high level of confidentiality and integrity.

The candidate must rely upon extensive experience and judgment to plan and accomplish goals in a timely manner, including the ability to work under tight deadlines. The candidate must have excellent analytical and problem-solving skills. Leadership, strong written and verbal communication skills, and interpersonal skills are essential to this position in order for the candidate to work with various levels of management and peers across the business and with various third parties. Other duties as assigned and needed.

PHYSICAL REQUIREMENTS

- Ability to lift up to 30 lbs.
- Valid Driver's license and insurable driving record.
- Requires prolonged sitting with occasional walking, standing, bending, stooping and stretching.

The duties described above are the general nature of work performed. The foregoing description is not intended to be a complete or comprehensive list of all the duties, activities, and responsibilities required. Supervisors or managers may ask the individual to perform other duties as needed and/or required.

Management has the right to revise this position description at any time. The position description is **not** a contract for employment, and either you or the employer may terminate employment at any time and for any reason.

EOE/AAP/Drug Free Employer