



## Executive Assistant

Humphreys is dedicated to intentional alignment that forges lasting relationships. Our firm, funds, and investments are all designed on this principle, and every team member is building an ownership mentality through equity in the firm. We manage \$1.5B of investments in income-producing real estate and development partnerships across four diverse funds.

We are committed to expanding our team with professionals who demonstrate outstanding cognitive acuity, brilliant interpersonal communication, and uncompromising integrity. We are seeking to bolster our president's capacity and continue our business's growth and success.

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## DESCRIPTION

Your mission is to augment the capabilities and productivity of the President, anticipate administrative needs, and manage strategic projects across multiple business units and community leadership roles.

You have a passion for serving others, exhibit extraordinary attention to detail and sensitivity in all forms of communication, and appreciate the accountability of working within a close-knit, entrepreneurial environment.

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## RESPONSIBILITIES

- Proactive issue resolution within the role's scope and authority, including analysis and presentation of unresolved issues for the president's consideration.
- Bookkeeping and internal financial reporting for entities of family office
- Varying administrative errands that enable the president to focus on responsibilities that create value for the company.
- Office-related tasks including answering phones, routine correspondence, digital archive maintenance, scheduling, and expenses.
- Making travel arrangements for the president and accompanying staff, including booking flights, accommodations, and transportation.

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## QUALIFICATIONS

- A bachelor's degree from a four-year college or university is preferred; an equivalent combination of education and experience may be considered
- 3 years of experience providing project management or direct executive support
- Proficient in Microsoft Office suite and QuickBooks

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## COMPENSATION

- Annual salary with company performance-based bonuses
- Equity ownership and participation in company growth
- Comprehensive benefits package with support for continuing education

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## APPLY

Please email your resume to [careers@humphreyscapital.com](mailto:careers@humphreyscapital.com). If your qualifications align with our requirements for the role, we will be in touch. Thank you!