



## Executive Assistant

HFO Investments is seeking an Executive Assistant who will join our team and assist our Senior Leadership team. We expect this individual to hold themselves to a higher standard and to be available as needed for ad hoc requests.

### Responsibilities:

- Managing business and personal matters for Dr. Henderson, HFO executives, and CEO.
- Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
- Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
- Organizing meetings, including scheduling, sending reminders, agenda drafting, taking meeting minutes, and helping with any issues that may arise within HFO or FESCI as needed
- Document organization and management on a regular basis
- Manage professional and personal scheduling for CEO, including agendas, mail, email, calls, travel arrangements, client management, and other company logistics
- Coordinate complex scheduling and extensive calendar management, as well as management of content and flow of information to senior executives
- Manage, coordinate, and arrange senior executives' travel and travel-related activities, including hotel booking, transportation, and meal coordination
- Perform administrative and office support, such as typing, dictation, spreadsheet creation, faxing, and maintenance of filing system and contact database
- Maintain professionalism and strict confidentiality with all materials, and exercise discretion when interfacing with the business
- Organize team communications and plan events, both internally and offsite
- Special projects as needed

### Requirements:

- A minimum of 4 years' experience in administrative role reporting directly to upper management
- Superb written and verbal communication skills
- Strong time-management skills and the ability to organize and coordinate multiple projects at once
- Excellent Verbal and written communication skills
- Strong organizational skills and ability to multitask
- Problem-solving and decision-making ability
- Strong Interpersonal skills