



DWIGHT CAPITAL

Executive Personal Assistant to the CEOs

Dwight is seeking a team player who has a “no job too big or too small” attitude. A proactive thinker with a can-do mentality who is ambitious and intuitive will prove successful. Dwight is looking for an individual who takes pride in their work and flourishes in a fast-paced environment. Can't be hesitant to roll up their sleeves and get the job done. Must have the ability to manage time wisely, follow up, and communicate status of projects. Our ideal candidate will take direction from the Executive Management team well, offer creative and prompt solutions to issues and provide meticulous attention to detail.

Role and Responsibilities

- Answer CEOs phones and deliver messages
- Calendar Management
- Ensure all invites are copied into both yours and CEOs calendar
 - Issue Dial-Ins when requested and ensure no overlapping of use times
 - Check in multiple times a day to catch new invites that are added
- Ensure that CEO stays on schedule and does not run over on calls or meetings, and makes wire cut off deadlines
- Execute signature applications for CEOs on both personal and business-related documents
- Ensure that CEOs approve the use of their signature and follow up to gain approval when necessary
- Process personal checks
- Errand runs when requested
- Light Catering Requests
 - Executive lunch orders daily and meeting catering
 - Dinner/lunch reservations
- Process and track personal bill payment
 - Follow up with CFO regarding certain vendors paid by check
- Handle ad-hoc projects (home and office)
- Car Management (owned/leased)
- Manage online account creation as need arises
- Travel arrangements
 - Book flights and manage travel arrangements (hotels, cars)
 - Organize everything in the calendar and handle all travel related issues that arise
- Process returns on personal items
- Make personal appointments
- Organize mail
- Process FedEx shipments
- Discretion with confidential matters

Ideal Candidate Qualities:

- 2+ years with C-suite level EA/PA experience
- Can do attitude - no job to small or big
- Anticipates needs/problems, offers solutions - forward thinking
- Self-starter who takes initiative and ownership
- Willing to go above and beyond
- Ability to work steadily under pressure in a fast paced environment
- Knowledge of luxury lifestyle and sense of hospitality
- Must be willing to work in the office each day from 9 AM – 6 PM (with flexibility)

Overview of Benefits:

- 401(k) & profit-sharing programs
- Discretionary bonus eligible
- Healthcare Plan including dental & vision, as well as HAS account options
- Floating holiday schedule (9 Days)
- Paid Time Off (PTO) commiserate with experience