

Job Title: Executive Assistant to the Executive Team

Location: Dallas, Texas

Reports to: CEO

Job Type: Full Time

About Us:

We operate a leading multiple listing service (MLS) in the real estate sector, serving the North Texas and Northwest Louisiana markets. Our organization provides critical infrastructure and technology solutions that enable real estate professionals to effectively serve their clients and communities.

Position Overview:

We are seeking a highly organized and proactive Executive Assistant to provide comprehensive support to our executive leadership team, including the CEO, EVP & General Counsel, and SVPs of Technology and Product. This role serves as a strategic partner to the executive team, managing complex schedules, coordinating critical projects, and ensuring seamless operations across the organization. The ideal candidate will bring strong communication skills, technological proficiency, and the ability to handle sensitive information with discretion and professionalism.

Key Responsibilities:

- **Executive Support:**

- Provide direct administrative support to the Executive Team and the Board's Executive Committee
- Manage complex and dynamic calendars, prioritizing and scheduling meetings, appointments, and executive time blocks
- Coordinate and prepare materials for executive meetings, including agendas, presentations, and follow-up documentation
- Handle confidential information with the utmost discretion and professionalism
- Serve as a liaison between executives and internal/external stakeholders.

- **Board of Directors Support:**

- Coordinate Board of Directors meetings, including scheduling, logistics, and materials preparation

- Prepare and distribute board packets, presentations, and supporting documentation
- Take and distribute meeting minutes and track action items
- Maintain board records and ensure compliance with governance requirements
- Coordinate board member communications and requests.
- **Communication:**
 - Act as a point of contact between executives and internal/external stakeholders.
 - Create, edit, and format professional presentations using Microsoft PowerPoint and other tools
 - Draft and review correspondence, reports, and other business communications
 - Maintain filing systems and organizational documentation (both digital and physical)
 - Prepare expense reports and manage executive team administrative budgets
 - Ensure consistent and professional communication on behalf of the executive team
- **Project Management:**
 - Lead and manage special projects on behalf of the executive team from conception through completion
 - Coordinate cross-functional initiatives and ensure timely delivery of key objectives
 - Track project milestones, deliverables, and deadlines
 - Facilitate communication between project stakeholders and executive leadership
 - Develop and maintain project documentation and status reports.
- **Meeting & Event Coordination:**

- Organize and prepare materials for meetings, including agendas and minutes.
- Plan and execute executive team events, conferences, and off-site meetings
- Coordinate company events and leadership gatherings
- Manage event budgets and vendor relationships
- Handle last-minute changes and problem-solve travel or event issues as they arise
- Coordinate logistics for events and meetings, including venue selection and catering.
- **Office & Operations Support:**
 - Serve as a point of contact for executive team needs and requests
 - Coordinate with other departments to facilitate executive priorities
 - Manage office supplies, equipment, and vendor relationships as needed
 - Support organizational initiatives and culture-building activities
 - Anticipate needs and proactively address potential issues.

Qualifications:

- **Experience:** Minimum of 5 years of experience as an executive assistant or in a similar senior administrative role.
- **Skills:**
 - Proven experience supporting C-suite executives in a fast-paced environment
 - Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
 - Exceptional organizational skills with strong attention to detail
 - Excellent written and verbal communication abilities
 - Demonstrated project management capabilities
 - Strong problem-solving skills and ability to work independently
 - High level of professionalism and ability to maintain confidentiality

- Flexibility to adapt to changing priorities and handle multiple tasks simultaneously
- Tech-savvy with comfort learning new platforms and tools quickly.

Preferred:

- Experience in the real estate, technology, or MLS sectors
- Familiarity with board governance and support
- Background in event planning and coordination
- Experience with project management tools and methodologies
- Bachelor's degree or equivalent professional experience.

What we offer:

- Opportunity to work closely with senior leadership in a dynamic industry
- Exposure to strategic decision-making and organizational operations
- Professional development and growth opportunities
- Collaborative and supportive work environment
- Benefits package including health insurance, retirement, opportunity for hybrid work (mix of in office and remote work).

To Apply:

Please submit your resume and a cover letter detailing your relevant experience to careers@ntreis.net. We look forward to welcoming a passionate Communications Director to our NTREIS team!