**Job Posting for Ninigret Development**

**Description**

We are seeking an Executive Assistant to work with the Chairman of our company in a variety of executive and administrative tasks, as well as in organizing and maintaining files and reports for and on behalf of the company. The Executive Assistant must have great organizational and time management skills and complete their responsibilities with diligence and intelligence. The goal is to contribute to the efficiency of the overall business by ensuring that assigned duties are carried out on a timely and efficient basis. This person will also be asked to assist in other areas with other key personnel of the company.

**Responsibilities**

* Manage schedules, organize trips, maintain a daily to-do and follow up list
* Managing and analyzing accounts payable and doing the accounting for our overhead account
* Attend meetings and keep minutes
* Assist with real estate closings by having signature pages ready to sign, putting together key date schedules, and setting up new bank accounts and utilities
* Filing annual reports and other compliance reports for companies
* Organizing and maintaining the company server

**Requirements**

* Proven experience as executive assistant or similar administrative role
* Proficient in MS Office
* High level of integrity and confidentiality
* In-depth knowledge of office management and basic accounting procedures, with some experience in the real estate industry being helpful
* Excellent organizational, communication and time-management skills
* Our preference is a full-time person but will consider other options
* Office presence should be 50% to 60%, but we will be flexible on this
* Salary and benefits will be commensurate with experience

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