



Senior Executive Assistant

Shape the future of real estate in Austin.

ABoR is one of the most innovative REALTOR® associations in the industry, serving one of the fastest-growing areas in the country. We're not a "clock-in, clock-out" place to work: our family of team members have fun, hustle hard, and are committed to fostering the most engaged and professional REALTORS® in the nation. Join our team and be a part of the coolest real estate association around.

The Executive Department at ABoR is looking for a **Senior Executive Assistant** to work closely with the Chief Executive Officer and to support day-to-day administrative projects and requests, support the cross functional needs of the entire Executive team and serve as the administrator of Executive Team meetings and functions. We are looking for a self-starter that possesses an exceptional work ethic with the ability to succeed in an unstructured work environment, demonstrate good judgment, take ownership of their work, and manage multiple workstreams in a highly dynamic environment.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide executive support that includes complex calendaring and meeting coordination while managing multiple workstreams in a highly dynamic environment.
- Work directly with the CEO's office, Executive Team members and Board members on various deliverables, including travel and conference coordination.
- Ensure the CEO is prepared with all materials and information for meetings, events, and travel by compiling reports and/or presentations.
- Composes and prepares confidential correspondence, reports, and other complex documents.
- Ability to collate data and information and create/edit advanced PowerPoint presentations.
- Anticipate work needed to meet critical deadlines effectively, prioritize initiatives, stakeholders and workstreams within an environment where priorities change frequently.
- Prepare daily schedule as well as creating checklists and follow up items.
- Manage interoffice coordination and communication between all departments.
- Serve as the administrative liaison to the MLS Technology Holdings, LLC (MTH) Board of Directors, ensuring agendas, minutes, and business of the MTH are supported.
- Coordinate, manage and execute various ad-hoc projects.
- Arranges programs, events, or conferences as assigned, by arranging for facilities and caterer, issuing information or invitations, coordinating speakers, and controlling event budget.
- Serves as the administrative liaison for the ABoR and Unlock MLS Board of Directors, ensuring agendas, minutes and the business of the Board are fully supported.

- Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance.
- Creates and maintains database and spreadsheet files.
- Manages and coordinates submission of Annual Core Standards Certification to ensure Association compliance.
- Drafts Annual Budget for the Executive Department and monitors monthly.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of Microsoft Office Suite, Excel, and the ability to learn specialized software abilities.
- High degree of sophistication when it comes to handling confidential information.
- Ability to communicate with clarity and organization through email and verbally.

Preferred Qualifications:

- N/A

Supervisory Responsibilities:

- May supervise up to one additional employee.
- Carries out responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Posting Notices:

- ABoR is an equal opportunity employer and will not discriminate on the basis of an individual's race, color, disability, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, age, marital status, veteran status, or any other personal characteristic protected by law.
- This position does not qualify for visa sponsorship.

ABoR Benefits:

Full-time ABoR employees enjoy a benefits package that includes:

- Health, vision, and dental coverage effective on the first day of the month after your start date
- Eligibility for 401(k) plan, HSA, and flexible spending accounts subject to plan terms.

- Eligibility for company-paid benefits such as life insurance, short- and long-term disability and long-term care, subject to applicable waiting periods.
- Company-paid holidays and two floater days.
- Paid sick and vacation time earned on an accrual basis.
- ADP Work-life Benefits Resources, including Employee Assistance Program (EAP).
- LinkedIn Learning subscription.