

Executive Assistant in charge of Administration Part-Time

USA Group is seeking an Executive Assistant with a passion for excellence and great enthusiasm in providing exceptional service. This is a great opportunity for mothers returning to the workforce, or an encore career. Flexible schedule for the right candidate.

Founded in 2004, we are different type of investment firm that has a passion for helping our clients achieve their financial goals. The USA Group culture is personified by its employees – people who share a single focus and are inspired to offer great service.

Education/Skills required for the job:

- High School Diploma
- Associate Degree helpful but not necessary
- Strong Microsoft Office Skills: Word, Excel and Outlook
- 2 years of experience in administration/or related office experience
- Type at least 35 words per minute
- Excellent verbal and writing skills -- proper spelling and grammar a must
- Ability to work independently and complete task within deadlines
- This is a position for the problem solvers and creative thinkers
- Sharp, hard-working, detailed oriented, well organized
- Be a self-starter, pro-active and resourceful
- Have a positive attitude, be trustworthy and ethical

Typical day consists of:

- Reviewing follow-up items from the day before
- Re-prioritize follow-up items for the current date
- Thinking ahead and writing any reminders, knowing what items you can handle yourself and which you need to address with team
- Review all emails: Answer emails, Sort out those that require more time or extra work to answer
- Review calendar items for president
- Review tasks on Client Relationship Management system for president
- Answer Phone calls and Return Phone Calls
- Schedule appointments
- Coordinate meetings
- Manage communications
- Collect receipts to be entered in bookkeeping program
- Data entry, send or pay bills, prepare mailings
- Maintaining filing systems both electronically and on paper
- Book flights, car rentals and hotel reservations
- Assist in meal ordering for president
- Help maintain client relationships based on company philosophy

Hours: Be able to work 20-30 hours a week – Flexible job sharing hours

Pay: \$13.00/hour

Location: Plano, TX

Selected candidate will be subject to a background check and personality test.

To Apply:

1. Use "Executive Assistant-Your Name" on the subject line of your resume submission.
2. Attach a copy of your resume and cover letter.
3. Email: team@usarealestate.co