

EXECUTIVE ASSISTANT

GENERAL

- Work location: 1200 Priska Drive, Paso Robles, CA
- Full-time, exempt position
- Available to work weekends and evenings for special events as required
- The Executive Assistant reports to the President

JOB DESCRIPTION

1. EXECUTIVE SUPPORT

- Completing a broad range of administrative tasks for the President including composing, preparing, formatting and editing of correspondence, minutes, documents, and reports.
- Coordinating projects with legal counsel
- Preparing and maintaining of itineraries and agendas
- Transcribing letters, e-mails and reports from dictation with Dragon software program
- Facilitating communication between the President and department managers
- Managing a variety of special projects, mostly related to real estate or agricultural activities
- Working in task-oriented teams to efficiently complete special projects and reach owner's goals in a timely manner

2. DATA MANAGEMENT & REPORTING

- Coordinating and preparing of monthly reports for owners and managers
- Coordinating, assembling and proofing annual budgets, quarterly progress and year-end reports for the entire VR-Group in cooperation with Director of Finance and President
- Maintaining and updating of corporate books including annual minutes
- Monitoring of relevant benchmark projects
- Analyzing data and creating special reports or graphs

3. CUSTOMER RELATIONS

- Coordinating VIP visits, developing visit schedules, completing hotel reservations
- Monitoring internal and external communications to ensure compliance with corporate brand standards
- Reviewing and answering of customer service issues that are addressed or elevated to the President

4. IT ASSISTANCE

- Coordinating hardware acquisitions, software selection, software installations, maintenance, and warranties
- Providing basic computer support
- Supporting the coordinated creation and maintenance of templates

GENERAL REQUIREMENTS

- Business degree is mandatory
- At least five years' experience in a leadership or similar role
- Excellent computer knowledge, deep familiarity and hands-on experience with Microsoft Office suite; experience with graphic design programs a plus
- Superior verbal and written communication skills
- Ability to foresee problems and take action with a hands-on approach and can-do attitude
- Ability to maintain workflow under pressure in a fast-paced environment
- Ability to prioritize, work expeditiously and proactively, and timely follow-through on projects and deadlines
- Excellent organizational and time management skills with meticulous attention to detail
- Ability to lift 50 lb. boxes
- Experience in wine business, viticultural management or other agricultural field is a plus