NOW HIRING

EXECUTIVE ASSISTANT

The Club at Bella Collina is seeking a highly organized and discreet Executive Assistant to provide strategic administrative support to the President and executive team. This role goes beyond traditional administrative duties; we seek a strategic partner who can deliver high-level support and foster seamless collaboration across internal departments, club members, and external stakeholders. The ideal candidate demonstrates exceptional emotional intelligence and professionalism, maintaining balance among competing priorities in a dynamic, luxury hospitality environment.

KEY RESPONSIBILITIES:

Executive Support & Calendar Management

- Manage an extremely active calendar for the President and executive team, navigating multiple time zones and conflicting priorities.
- Coordinate comprehensive travel arrangements (domestic and international), including itineraries, flights, accommodations, and trip oversight.
- Research, prioritize, and follow up on incoming issues and concerns addressed to the President, determining the appropriate course of action, referral, or response.
- Process expense reports, maintain contact databases, and gather/conceptualize data for executive review.

Communications

- Act as the primary liaison on behalf of the President, fostering clear and professional communication with staff and external partners.
- Draft, edit, and manage confidential correspondence, memos, and emails with precision and discretion.
- •Screen and prioritize incoming calls, ensuring urgent matters receive immediate attention and appropriate follow-up.
- Accurately document and relay messages to relevant parties in a timely manner.
- Respond promptly to requests by gathering necessary information and directing non-routine inquiries to the appropriate team members.
- Maintain responsiveness to emails, texts, and calls beyond standard business hours to support executive needs.
- Organize and maintain the President's contact database, ensuring accuracy, accessibility, and strategic relationship management.

Presentations

- Build high-level PowerPoint presentations and reports for executive audiences and stakeholders.
- Draft and prepare correspondence for internal announcements and external organizations.

APPLY

Upload your resume through the Bella Collina Website or email to Ana Jaramillo at ajaramillo@bellacollina.com

Project Management & Office Operations

- Independently manage special projects such as team-building events, community outreach, and company-wide initiatives from conception to completion.
- Serve as the office liaison, coordinating building maintenance with vendors, procuring office supplies within budget, and ensuring a professional office environment.
- Partner effectively with peers to ensure office coverage and assist executive leadership in tracking key operational metrics.

REQUIRED QUALIFICATIONS & SKILLS:

Experience

- Minimum of 5–6 years of experience supporting C-Suite executives in a corporate or luxury hospitality environment.

Tech Proficiency

- Advanced mastery of Microsoft Office 365 (Outlook, Teams, Excel, PowerPoint, Word) and Adobe Acrobat.
- Familiarity with AI tools (such as Co-Pilot) is a plus.

Communication

- Exceptional written and verbal communication skills with the ability to build trust with high-net-worth members and staff.

Discretion

- Demonstrated history of handling highly confidential and sensitive information with tact and integrity.

Organization

- Superior detail orientation and project management skills; ability to perform and prioritize multiple tasks seamlessly under deadline pressure.

Soft Skills

- A self-starter with strong problem-solving skills, emotional maturity, and a proactive "forward-thinking" mindset.

APPLICATION MATERIALS:

- **Sample Announcement Letter:** Draft a letter to the membership about an upcoming project that will begin in two weeks. Take creative liberty on details about the project.
- **Sample Memo to Internal Team:** Draft an internal memo to the executive team about a sensitive topic with high priority. Take creative liberty on details about the situation.
- **Sample Denial Letter:** Draft a letter turning down a request for donation from a charity that really needs the money. Internal reason for denial is insider knowledge that the charity's leadership has unethical means and methods.
- **Example of Organization Methods:** Show how you keep organized with schedules, task lists, and follow-ups. Provide samples of previous methods.

PREFERRED QUALIFICATIONS:

- Bilingual (English/Spanish).
- Experience working in private clubs, luxury resorts, or high-end real estate sectors.

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WORK ENVIRONMENT & REQUIREMENTS:

- This is an in-office position requiring visibility and interaction with the team.
- Occasional local travel (within a 20-mile radius) may be required.
- Must be able to maintain a flexible schedule to assist with occasional evening or weekend events as business needs dictate.

JOB TYPE:

- Full-Time, On-Site, 8am–5pm Monday–Friday

PAY:

- $70,000 – $80,000 Annually

APPLY:

Please send application materials to **ajaramillo@bellacollina.com**

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