



Cape Fear REALTORS®

Position Description

POSITION DETAIL AND SCOPE

Current Title (if existing):	Executive Assistant to CEO		
Proposed Title:		Job Family:	Support <i>(Key at end)</i>
Reports to (name):	Taylor Oldroyd	Reports to (title):	CEO

Purpose of position (briefly describe the general focus and responsibilities of the position)

Direct support to the CEO, assisting with projects, interfacing with both staff and BOD. Daily planning in support of CEO efforts, and lead on special projects. HR and travel support. Committee liaison.

Position Status	Non-Exempt	Number of direct reports:	N/A
Salary Range/Bottom:	\$	Total number of employees:	
Salary Range/Top:	\$	Exempt:	
		Non-Exempt:	

Describe internal scoping factors:

Committee lead, special project lead, liaison to staff and BOD.

Description

CEO support including scheduling, document tracking, meeting planning, travel arrangements, receipt tracking, meeting follow-ups with TY cards, contact tracking, filing, and email support.

Support for leadership, including travel arrangements, major meetings, BOD liaison, and support for BOD meetings, including catering and other functions.

Committee liaison for Property Management Division and Appraisal Division.

Award tracking and administration, for CFR, NCR, and NAR.

Special projects for CEO.

ESSENTIAL FUNCTIONS (prioritize in order of average time spent)

WHAT (describe specific responsibilities)	% of Time (spent on each)	HOW (describe how those responsibilities are accomplished)	WHO (describe the internal and external contacts)
Direct CEO support	50%	Calls, emails, travel contacts, files, thank you and greeting cards, general organization, contact lists	CEO, community leaders, NAR, NCR, and CFR leaders, committee chairs, staff
Leadership support and travel	20%	Calls, meetings, registrations	Leadership and staff, NCR, NCR
Coordination with key committees and groups	20%	Calls, agendas, minutes, roll call	Chairs, committee members, membership
Cross training of other employees	10%	Short meetings, emails, tandem support	Staff

Position Description

CONFIDENTIAL

EDUCATION REQUIRED (describe minimum education required, including relevant professional certifications)
Four-year college degree a plus

EXPERIENCE AND SKILLS REQUIRED (describe minimum experience and relevant skills required)
3 years executive support experience Real estate industry experience a plus Strong skills in Microsoft Outlook and Office Suite Strong organizational skills

REVIEW SIGNATURES			
CEO:		Signed:	Date:
COO:	Shane Johnson	Signed:	Date: 4/9/18

Job Families Key: Executive: CEO, COO, EVP
 Management: Directors
 Support: All other employees