

## Executive Assistant

We are Discount Lots ( <https://discountlots.com/about-us/>) a US based, growing real estate company that's continuously disrupting the industry and becoming a market leader.

We are expanding our team in North Macedonia and are looking to hire a multitasking, smart and resourceful Executive Assistant who has experience collaborating with extraordinary leaders and is a born all-star!

The perfect fit to this role would be an individual that has eye details and is super organized.

The job position:

The Executive Assistant's primary responsibility is to accompany the CEO/Founder in organizing and managing his day-to-day activities by acting as his right hand and being able to anticipate work-related challenges before the CEO himself is aware of them.

Every great Executive Assistant possesses the skills and a natural talent to efficiently and effectively carry out responsibilities of this kind in a creative and independent manner, while presenting an outstanding work ethic.

Requirements:

- 3+ years of experience as an Executive Assistant
- Speaks Fluent English
- Consider yourself tech-savvy and fast-learner
- Has exceptional organizational and managerial skills
- Flawless communication and presentation skills, both written and verbal
- Ability to work under pressure and meet deadlines
- Has an outstanding problem-solving skills
- You are a proficient user of Microsoft Office and Google Suites
- Has experience with different CRMs

Responsibilities:

- Provides Administrative support at an Executive level within the company
- Handling office-management duties and calendar events
- Organize reports and documents, answer calls, set up meetings and screen clients
- Manages CEO's mail inbox
- Attending meetings with the CEO and replacing him on meeting when he is absent
- Ensures a harmonious flow in the company by communicating with team members
- Is a point of contact for general communications with their CEO
- Complete expense reports and do know light bookkeeping
- Keeping and handling confidential information
- Act as a Virtual Assistant

Compensation and Benefits:

- Salary up to \$900 Gross per month
- Monthly salary dependent on experience
- Full-time, long-term and fully remote employment
- Working hours from 10 AM to 6 PM EST or 4 PM to 12 AM Macedonian Time
- Paid leaves and PTO
- Salary increases based on performance and contributions

Discount Lots wants to thank you for your interest in our job post.

We are looking forward to your application!