



POSITION – ADMINISTRATIVE ASSISTANT

Job Title	Department
Administrative Assistant	Administrative
Work Schedule	Start Date
<input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input checked="" type="checkbox"/> Full-Time	Immediate

Schedule: On-site, 9:00 a.m. to 5:00 p.m., Monday to Friday (with availability on weekends, preferably Saturdays).

Location: 40 S.W. 13TH Street, Suite 401, Miami, FL 33130

Salary Range: Between USD \$36,000 and USD \$40,000 per year - **Payment Frequency:** Monthly

Benefits: Includes paid federal holidays.

Job Description:

The Administrative Assistant will be responsible for handling administrative and personal tasks with minimal supervision. This individual will serve as the point of contact for coordinating daily activities, organizing trips, and addressing needs related to property management. Additionally, the assistant will manage the operations of a family office, perform assignments, and handle personal tasks for staff members, ensuring efficiency in daily operations.

Responsibilities:

- Manage a family office, including the administration of family assets and resources.
- Coordinate personnel for property repairs and maintenance.
- Supervise and support rental management for properties.
- Assist with booking flights and organizing travel arrangements for staff.
- Handle personal and high-level administrative assignments.
- Perform errands, such as taking the car to the repair shop.
- Deliver documents to the bank.

High availability to complete tasks on weekends, preferably Saturdays.

Required Knowledge and Skills:

- Bachelor's degree in Administration or related fields.
- Intermediate to advanced English proficiency, ideal for communication with clients and managing international administrative tasks.



- Previous administrative experience (1-2 years minimum).
- Advanced knowledge of Microsoft Office software, particularly Excel and Word.
- Excellent organizational skills and the ability to manage projects effectively.
- Strong communication skills and the ability to develop and maintain solid client relationships.
- Ability to handle multiple tasks, prioritize, and solve problems efficiently.
- Basic knowledge of accounting to support daily financial task management.
- Attention to detail and capacity to optimize administrative processes.