

**Job Description: Executive Administrative Assistant**

**Basic Info:**

Position: Executive Administrative Assistant

Company: Dudley Ventures, LLC

Location: Phoenix, AZ

Job Type: Investment Banking

Beginning Date: Immediate

**Job Description**

The Executive Administrative Assistant will support the CEO and other members of the team. This individual needs to be a detail oriented team player with experience maintaining multiple calendars, multi-tasking and preparing marketing materials using Microsoft Word and PowerPoint.

A successful candidate will be a highly motivated self starter, have strong communication & organizational skills, an acute attention to detail and is comfortable working in a fast paced investment banking environment.

Dudley Ventures, LLC is an investment and advisory services firm specializing in tax credits and other tax advantage investments. DV has a track record of success with the vision, staff and values to succeed. DV offers competitive compensation, excellent benefits including medical, life and 401k and is an equal opportunity employer.

**Job Requirements**

Degree Required: Bachelors degree preferred

Experience Required: Minimum 10 yrs exp in an office environment. Real Estate, Commercial Transactions, Banking & Finance, and/or Title & Survey Environment is preferred.

Strong Proficiency with Microsoft Word, Excel and PowerPoint. Microsoft Access is a plus.

Strong interpersonal skills

Strong verbal and written communication skills.

Strong ability to multi-task.