

Executive Assistant to the CEO

Garden City Equity is a people-first holding company investing in exceptional founder & family-owned businesses. We live by our core values of serving others, pursuing excellence, seeking simplicity, staying positive and prioritizing family.

About the Role:

The Executive Assistant role is responsible for being an extension of our CEO. The EA is a highly trusted advisor to the CEO who has a strong executive presence and has proven success interacting with internal and external stakeholders. The EA is extremely detail-oriented, insanely proactive and absolutely loves completing tasks effectively and efficiently. The typical day is... atypical. You are bringing order to all aspects of the day.

Responsibilities:

- **Executive Support:**
 - Maintain and manage high volume scheduling requests for the CEO: calendar management, scheduling appointments, meetings, and conference calls
 - Handle incoming correspondence, emails, and phone calls, prioritizing and responding as necessary
 - Prepare meeting agendas, materials, and presentations, ensuring accuracy and professionalism
 - Coordinate travel arrangements and itineraries for the CEO
 - Serve as the primary point of contact for internal and external stakeholders, relaying messages and inquiries to the appropriate parties
 - Assist in drafting, formatting, and proofreading correspondence, reports, and other documents
- **Marketing Support:**
 - Assist in the development and implementation of marketing strategies to promote the firm's brand and services
 - Coordinate the creation and distribution of marketing materials, including presentations, documents, and newsletters.
 - Collaborate with external vendors and consultants to execute world-class marketing initiatives and strategies
- **Event Coordination and Special Projects:**
 - Support the planning and execution of special events: board meetings, corporate retreats, investor presentations, shareholder summit

- Assist in the coordination of logistics for company-wide meetings and events, including venue selection, catering, marketing and materials preparation
- Collaborate with team members on ad-hoc special projects and initiatives as needed
- **Office Management**
 - Insure the office is well maintained: clean, stock the fridge, maintain equipment, organize collateral, routinely order meals and refreshments
 - Ability to review and book guest reservations and ensure plans
 - Designing and deciding on team and shareholder welcome gifts, holiday gifts and more

Requirements:

- Bachelor's Degree
- 2-5 years of experience as an EA, marketing or event coordinator in the corporate space, or highly relevant experience
- Role is based in the Jupiter, FL office
- <25% travel
- Radically obsessed with being organized and thrives at crossing off a 'to do' list
- Excellent verbal and written communication skills
- Strong time management capabilities
- Enthusiastic to be apart of a growing and scaling organization
- Able to be flexible, adaptable and quickly change priorities based on business needs
- Strategic thinker, decision maker and doer
- Technology savvy and high level of proficiency in Google Suite

More About Garden City Equity:

Our family of companies consist of 8 businesses (control & non-control) that exceed \$100M+ revenue and employ 1,000+ people.

Think a “Berkshire Hathaway” model, but of small to mid-sized businesses, and all with a vision “To honor God by building the best holding company in the world where all workers can thrive.”

Our Approach: People-first. We buy & hold companies for the long term, use little to no debt, keep the management team in place, close deals quickly in ~60 days, and preserve the founders' culture and legacy.

Strategic Capital: No institutional investors. All our capital comes from mission-aligned and value-added investors who are passionate about coming alongside us to help grow our businesses.

We Offer:

- Competitive Compensation
- Generous Health Benefits
- Faith-aligned Team
- Flexible Time Off
- Team Offsites
- Regular Shareholder Summits