



Job Title: Executive Assistant to the CEO

Location: Dallas, TX

Job Type: Full-Time

Start Date: Immediate

Firm Overview:

Leon Capital Group (“LCG”) is a single-family office investment firm with over \$3 billion in assets. LCG has been one of the nation’s most active private real estate investment firms over the last decade. As a company that is capital strong and performance-driven, we have the ability to capitalize on opportunities that most investors do not see. We are entrepreneurs and creative problem-solvers with a proven track record of closing deals and transforming assets quickly and effectively, so that the investment capital is put to work.

LCG’s Direct Investing team – Leon Healthcare Partners (“LHP”) – focuses on founder/doctor-led businesses that are ready for institutional capital. In addition to healthcare, the Direct Investing team at Leon Capital Group also makes select investments in technology, venture, and growth equity.

Opportunity:

In this role, the Executive Assistant will provide high-level executive support to the CEO and includes advanced, diversified and confidential responsibilities that may be administrative in nature or project based. The ideal candidate is an organized self-starter with exceptional business acumen and strong analytical, organizational, planning and communication skills. Additionally, the candidate must be able to multitask and meet time sensitive deadlines in a fast-paced, dynamic environment.

Primary Responsibilities:

The essential functions of this position are listed below, and although not exhaustive, are descriptive of the basic responsibilities expected. Additional functions and duties may be assumed or assigned from time to time in furtherance of the requirements of the position while relying on the same prerequisite skills and experience listed.

- Provides executive-level support to the CEO including heavy calendar management and prioritization; encourages effective time management for the CEO’s meetings
- Arranges complex and detailed travel plans, itineraries, and agendas; liaises with airplane manager and flight crew to ensure smooth travel coordination for the CEO
- Communicates with executives, employees, clients, and other external parties on behalf of the CEO
- Coordinates personal matters on behalf of the CEO as directed
- Handles business, company, and personnel details of a highly confidential and sensitive nature
- Welcomes guests and clients by greeting them, in person or on the telephone, answering or directing inquiries
- Plans leadership meetings, conferences, trade shows, and company events as directed (holiday parties, summer picnic, grand opening events, etc.)
- Reviews and approves all office invoices
- Orders company promotional marketing material
- Oversees general office functions and ensures CEO’s schedule is not disrupted (maintenance issues, etc.)
- Oversees special projects and contributes to team effort by accomplishing related results as needed
- Conduct complex, important work under minimal supervision and with wide latitude for independent judgment

Qualifications

- Bachelor’s degree in business, real estate or related field



- A minimum of 5+ years of progressive senior administrative or executive experience supporting a C-level executive in a fast-paced environment
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Proficiency in Microsoft Office including Excel and PowerPoint, excellent communication skills, and ability to handle situations in a professional manner

Competencies

- **Attention to Detail.** Does not let important details slip through the cracks or derail a project.
- **Organization & Planning.** Focuses on key priorities and is productive in scheduling, planning and budgeting time and efforts.
- **Flexibility/Adaptability.** Adjusts quickly to changing priorities and conditions. Copes effectively with complexity and change.
- **Communication.** Speaks and writes clearly and articulately without being overly verbose or talkative. Knows when to speak and when to listen and is comfortable engaging with elected officials and other senior decision-makers. Maintains this standard in all forms of written communication, including e-mail.
- **Tact.** Courteous and respectful in all interactions. Able to deal with challenging or tense interpersonal situations.
- **Teamwork.** Reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship.
- **Self-Starter.** Able to work independently and keep on-task with proactive forward planning.
- **Follow-Through.** Lives up to verbal and written agreements regardless of personal cost.
- **Efficiency.** Able to produce significant output with minimal wasted effort.
- **Proactivity.** Acts without being told what to do. Brings new ideas to the table.
- **Enthusiasm.** Exhibits passion and excitement over work. Has a can-do attitude.

In addition to applying on LinkedIn, please contact Christina Nguyen at christina@leoncapitalgroup.com with your resume.