



ADMINISTRATIVE ASSISTANT

For Hire | November, 2015

TO APPLY

Submit your resume and cover letter to JOBS@RUHM.COM

THE PERFECT APPLICANT

You've mastered the art of the first impression. Your genuine personality and calm demeanor are rivaled only by the confidence and competence you exude each time someone new walks through the door. When you pick up the phone, the person on the other end of the line could swear they hear a smile in your voice. Your emails exude diplomacy, tact and class. Personal appearance? You represent a forward-thinking firm that champions creativity, tech innovation, impeccable design and fearless marketing. So yeah, you look the part.

Human interaction is your forte and spreadsheets a source of endless joy. You can be trusted to show up on time and stay until the business day ends because you understand the importance of calls that are answered by a person, not a machine. In fact, come to think of it, you are that person: The type-A+ who can help RUHM run efficiently on the inside and seamlessly on the outside every day.

WHO WE ARE

A hybrid of real estate know-why and marketing know-how, RUHM (German for "glory / fame") is a full-service luxury marketing agency of career artists, real estate consultants, and degreed marketers from various industries who travel the globe packaging and promoting the world's finest luxury properties and possessions.

THE JOB

- 20% Organizational duties
- 20% Phone intake and forwarding
- 18% Client correspondence / greeting
- 12% Schedule management
- 12% CRM management
- 10% Errand running
- 4% Miscellaneous
- 4% Office organization

COMPENSATION

Competitive salary commensurate with experience
Health benefits / paid time off / 401K option

HOURS

Full time (approx. 40 hrs / week)
Based in Irvine, CA office

THE REQUIREMENTS

2+ years of administrative or executive assistant experience

SKILLS

Proficient in Mac operating systems and Google Drive
Strong written and oral communication
Bilingual a plus
Previous marketing firm experience a plus

TRAITS

Easygoing disposition
Detail-oriented
Professional, fashion-forward appearance
Strong organizational skills
Flawless phone, email and in-person communication skills
Ethical, energetic, can-do attitude
Excellent time management and deadline-meeting skills