



## FAIRWAY AMERICA

Title: **Executive Assistant to the President**  
Classification: Full-Time  
Department: Credit and Underwriting  
Reports to: President  
Location: Portland, OR  
Salary Range: Negotiable

HELP ME TAKE FAIRWAY TO THE NEXT LEVEL!

*"As the President of Fairway America, I am looking for a talented and successful individual who will provide senior level administrative support to the President and leadership team. This person will attend all leadership meetings, gain a clear strategic understanding of the company and its objectives, and be able to successfully track and implement the key initiatives and measures we undertake. This detail and task oriented position will appeal to the thorough and meticulous individual who takes pride in doing a lot of things and doing them right. If you have a gift and a passion for following up on things and to get them right, we want to hear from you!"*

*Matt Burk, President.*

At Fairway, we are committed to our **core values**:

**Driven and Committed**  
**Responsible and Accountable**  
**Open Communication**  
**Perpetual Growth and Improvement**  
**Courage with Consideration**  
**And**  
**Trust and Respect**

**We believe in:**

- Quality of Life
- Win/Win
- Fun

These values are alive at our company and we live them every day while pursuing our purpose of *"Honorably doing worthwhile deals that create value, wealth, dignity and superior returns for all parties involved"*. If a deal is not worthwhile for everyone (our borrowers, investors, referral sources, and Fairway America), we'd rather not do it at all.

For the A-player looking for something special who can answer "yes" to all of the following questions, this is the opportunity for you.

- Do you enjoy detailed work that **must** be completed accurately and on time?

- Do you take pride in completing all of your day to day tasks and doing things right the first time?
- Are you seeking meaning and purpose in your career?
- Are you able to understand things at a strategic level and implement them at a tactical level?
- Do you want to understand clearly the objectives and strategies of a business and be responsible for keeping track of our progress along the way?
- Are you seeking an atmosphere of open and direct communication, clear and mutually established priorities and expectations, and a culture of accountability and performance?
- Do you exceed people's expectations of you on a regular basis?
- Is it in your bones to seek continual improvement?
- Do you have passion to make sure the job is done correctly?
- Do you want to make a tangible contribution to the success of your department and company?
- Are you able to handle multiple tasks and activities at one time and still maintain a high level of accuracy?
- Can you handle the confidentiality required of someone who will know all critical company information?

If you answered "yes" to these questions, we want to meet you! For more information please visit our Career Center at <http://www.fairwayamerica.com/career.php>.

**Phone calls are not accepted.**

### **Our Company**

Fairway America is a successful Portland, OR. based and privately funded commercial real estate lending and investment firm. Through a simplified and streamlined process, Fairway America provides financing solutions for people who are unable or unwilling to get financed by more traditional lending sources. Everyday, Fairway America helps borrowers solve difficult problems, meet pressing deadlines, or take advantage of excellent opportunities.

### **The Position**

The primary purpose of the Executive Assistant is to provide senior level administrative support to the President and to the leadership team including attending leadership meetings, managing executive schedules, processing sensitive correspondence, preparing agendas and travel arrangements, performing day-to-day administrative tasks and other support duties as designated. You will be expected to gain an understanding of the business strategy and objectives as a whole and then work at a tactical level to help achieve these objectives. The Executive Assistant serves as a facilitator to coordinate projects and either handles them directly or through others and will be expected to provide input, feedback and recommendations. In this role you will also be required to collect, compile and analyze moderately complex data and information and to request and follow up on information from other team members as needed.

### **Responsibilities:**

- Maintain Salesforce calendar and ensure specific issues are scheduled for follow-up.
- Coordinate and attend meetings, prepare agendas and minutes, reserve and setup facilities.

- Gain an understanding of overall company objectives and strategies.
- Based on overall strategy, anticipate needs and prioritize activities in a well conceived manner under ever changing circumstances.
- Secure and coordinate travel arrangements.
- Process letters, memos, faxes and other documents.
- Coordinate conference calls.
- Provide analysis of data using Excel and/or written format in a detailed and in-depth manner for special projects.
- Compose confidential correspondence and reports in a timely manner.
- Develop and maintain various spreadsheets and databases (Salesforce), independently determining the organization of data and desired results.
- Represent the President in a positive, supportive, professional manner to management, coworkers, clients, vendors and visitors.
- Act as liaison between the President and other team members.
- Coordinate and manage the hiring process, including managing job websites and postings, candidate applications and monitoring the flow of job applicants throughout the interview process.
- Coordinate and manage employment benefits and maintain confidential employment records. Review accuracy of payroll submission.
- Provide assistance to Servicing and Credit Department as needed.
- Maintain strict confidentiality in all aspects of support role.

### **Qualifications**

To succeed at Fairway America, the ideal candidate would have the following:

- Must have at least 3-5 years Exec. Assist. experience supporting Sr. level individual(s)
- Proficient on MS Office (strong Excel skills needed) and Outlook (Salesforce a plus).
- Some college course work completed, degree preferred
- Ability to accurately keyboard at 60+ wpm
- The capability to learn new tasks quickly and to be a self-starter
- Superior written communication skills
- Excellent organizational and prioritization skills
- Proven ability to handle sensitive information with tact and discretion
- Sound judgment and a professional demeanor
- A sharp focus on detail and accuracy
- Ability to understand objectives and then to set and prioritize tasks accordingly.
- Ability to work in a team setting with diverse personalities

### **Benefits**

Fairway America is committed to maintaining a diverse, motivated, positive work environment full of great people who share, demonstrate, and live our core values. Take pride in working for a company that lives its core values, vision and mission/purpose and continually provides tangible value and benefit to its employees, brokers, borrowers and investors. Our benefits include:

- Competitive Salary
- Profit sharing bonuses
- Medical & Dental Coverage
- Matching 401K Plan
- Company paid ongoing training and personal development
- Paid time off/comp time

- Outstanding working environment
- Flex schedules (some positions)
- Family friendly, atmosphere and culture.

**Apply**

If you feel you are an “A player”, are up for our challenging, demanding, and rigorous hiring process, and would like to join a dynamic, growing company, please start your application by going to our career center at:

<http://www.fairwayamerica.com/jobopp09.php>

Phone calls are not accepted.