

Grounded in 40 years of experience, Richfield Hospitality offers world-class expertise in branded as well as independent hotel operations in select service, full service, and lifestyle properties. Richfield and its affiliates offer proven solutions and expertise to approximately 500 hotels and resorts. From hotel operations and property management to electronic distribution and interactive marketing, Richfield achieves superior operating results through its strong commitment to owners, guests and associates.

Richfield Hospitality, Inc. is currently seeking a dynamic individual for the position of Executive Administrative Assistant. The Executive Administrative Assistant reports directly to the President and Sr. Vice President of Management Services & Business Development and is responsible for providing high-level and detailed administrative support. The ideal candidate will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently.

Essential Duties and Responsibilities:

- Compose and/or prepare a variety of correspondence, reports, spreadsheets, and other documents, ensuring proper format, grammar, spelling, and punctuation.
- Receive, read, and is proactive in handling the daily mail, paying special attention to items requiring immediate attention. Prepare outgoing mail and special mailings as assigned.
- Answer incoming calls, screen calls, answer questions, or take messages ensuring a high level of customer service.
- Arrange all phases of travel; maintain records, itineraries, and travel credits.
- Responsible for all expense report-related activities such as receipt collection and follow-up, preparation and submission of expense reports, and corporate credit card billing reconciliation.
- Manage and maintain travel and meeting calendar; schedule and arrange internal and external meetings, appointments, and special events. Arrange for meeting rooms, food/beverages, lunch reservations, etc., as necessary.
- Interact with and coordinate the completion of assignments and projects with other associates, as appropriate.
- Prepares standard and specialized presentations, including formatting and improving presentation layout. Prepares charts and graphs as required.
- Maintain confidentiality, as this position may be privy to sensitive material, including establishing and maintaining confidential files.
- Maintain an effective trace system for items/tasks requiring follow up.

Required Skills and Requisites:

- Minimum of three years of experience supporting management at the executive level or a minimum of five years of administrative support experience required.
- High School diploma or GED required; college degree preferred.

- Must be able to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
- Advanced computer skills, including Outlook, MS Word, Excel, and PowerPoint.
- Strong organizational skills with the ability to prioritize, manage multiple tasks and make decisions with limited guidance. Must have the ability to work independently along with a strong ability to use good judgment in recognizing scope of authority and urgency.
- Above average verbal, written, and interpersonal skills to interact with associates at all levels of responsibility.
- Strong attention to detail required.
- Demonstrated ability to follow through in a timely manner on tasks to their completion required.

Richfield Hospitality resources offers competitive compensation, excellent benefits and rewarding incentive plans with a commitment to associate's personal growth, respect and well being. For immediate consideration, direct your candidacy to:

Attn: Talent Acquisition

Re: Career Opportunity – Executive Administrative Assistant

Richfield Hospitality
7600 E Orchard Rd, Suite 230-S
Greenwood Village, CO 80111

Email: careers@richfield.com

Web: www.richfield.com

Richfield Hospitality is an equal opportunity employer.