

Background:

Simon Group Holdings (SGH) is a private equity firm and family office that was established in 1985 with the founding of Atlas Oil Company. The organization has diverse business interests, including energy solutions, logistics and transportation, technology incubation, fuel supply, real estate, aerospace and defense, oil field services, private equity, and insurance solutions.

Job Summary:

The Simon Group Holdings team is looking for a dynamic individual to service our CEO and his executive team. This position is on site Monday to Friday in downtown Birmingham.

This position provides a unique experience to work alongside all our business leaders and the various entities of the company.

The ideal candidate for this opportunity is highly motivated, customer-oriented and has the desire to grow their career with a winning team!

Duties will include, but are not limited to:

- Gatekeeper and part of a team liaising with CEO and Founder – Screen and execute all communications with a positive and personal touch. Monitor incoming digital, paper, and voice communications, and prioritize, process, respond or delegate per Founder’s wishes, directives, and priorities.
- Member of executive assistant team to support CEO and Founder in personal, business, philanthropic, creative, and travel endeavors, whenever and wherever needed.
- Facilitate complex, frequently changing travel schedules.
- Managing CEO and Founder’s calendar with utmost confidentiality and care.
- Always maintain strict confidentiality requirements.
- Assist as needed with research as well as drafting, preparing, editing, and coordinating correspondence and presentation materials.
- Work closely with Executive Assistant on office management, organization, administration, HR matters.

- Support CEO and Founder on an as-needed basis.
- Coordinate closely with all office staff members regarding calendar, events, and priorities.
- Take on responsibilities of executive assistant partner(s) during vacations/illness.
- Culture carrier and mentor to administrative staff.
- Coordinate with managers and staff from all other departments and units including managers, travel/logistics staff, home/personal staff, office and accounting staff and others, including CEO and Founder's global businesses.
- Supervise and work closely with facilities manager (whose tasks include office maintenance and care of physical office and related contractors, as well as oversee duties of housekeeper/kitchen assistant).
- Coordinate timing of maintenance and repairs.
- Liaison with independent contractors on special projects.
- Oversee the filing systems, both paper and digital.

#### About You:

- College graduate with willingness to learn the fast past structure to be an Assistant / Administrative Leader supporting a high-level executive.
- Energetic individual with a strong work ethic in a team-oriented environment.
- Must be able to work independently and prioritize importance of work given.
- Must be able to multitask.
- Project management experience a PLUS with experience dealing with and meeting high-level clientele on a regular basis and managing those relationships with grace and polished acumen.
- Detail-oriented with the ability to change gears quickly – a truly flexible person who can innovate and improvise involving multiple challenges and problems.
- High level of integrity and discretion in handling all confidential information; trust and integrity is key to this executive.

- Excellent Microsoft Office Suite skills and excellent written and verbal communication skills. Familiarity with Apple products is a plus.
- A warm, positive “can do” personality with a “no job too small” attitude in all endeavors is a must.
- Very organized with self-confidence and an easy sense of humor make a great combination.
- An open-mind and openness to learn from the executive team of the CEO and Founder.