



## POSITION DESCRIPTION

### EXECUTIVE ASSISTANT

Full Time – Westlake Village, CA

#### General Description

EPOCH Projects is seeking a highly capable and professional **Executive Assistant** to provide direct support to the executive leadership. This role is central to maintaining the efficiency, organization, and professional communication of the executive office.

The Executive Assistant will manage scheduling, coordinate internal and external communications, assist with executive-level documentation, and help ensure that key priorities and deadlines remain organized and on track. This position requires exceptional discretion, strong organizational ability, and the ability to anticipate needs in a fast-paced professional environment.

The ideal candidate is polished, proactive, detail-oriented, and comfortable interacting with clients, consultants, attorneys, contractors, and public agencies.

#### Required Qualifications

- Excellent written and verbal communication skills with strong attention to detail
- Professional and confident phone presence; comfortable communicating with clients, consultants, attorneys, and agency staff
- Exceptional organizational and time-management skills with the ability to manage multiple priorities simultaneously
- Ability to anticipate executive needs and proactively identify solutions
- High level of discretion and ability to maintain strict confidentiality
- Strong proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint)
- Ability to quickly learn AEC terminology and workflows (civil engineering, surveying, planning)
- Experience supporting senior executives or leadership teams preferred
- AEC industry experience preferred but not required

#### Responsibilities

- Manage and prioritize executive calendars, scheduling meetings, calls, and travel as needed
- Coordinate meeting agendas, prepare briefing materials, and track follow-up actions
- Prepare, edit, and organize executive correspondence, reports, and presentations
- Assist with professional communication between the President, clients, consultants, and agency staff
- Help maintain strong relationships through organized and timely communication
- Track key deadlines, commitments, and follow-ups across multiple projects and initiatives
- Assist with expense management, invoice processing, and budget tracking as needed
- Maintain organized digital and physical filing systems for executive materials
- Provide general operational support to help maintain efficiency across the executive office
- Handle sensitive communications and information with professionalism and confidentiality

**Job Description Disclaimer:** Note: While this job description is intended to reflect the general requirements of the position, it is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the role. Management reserves the right to modify or assign additional duties as necessary.