

## **Join Virginia Housing and help make a difference as a Senior Executive Assistant. (On-Site)**

This important role reports directly to the Chief Operations Officer and will provide executive-level administrative and strategic support for the Operations Leadership Team. Interacts with Virginia Housing Managing Directors and their teams. Accompanying Virginia Housing Leadership to events or alternative work locations as needed. Will partner with other Senior Executive Assistants and administrative staff to provide coverage and oversight of Virginia Housing's day-to-day operations. This role requires a highly collaborative, detailed-oriented professional who can effectively prioritize while supporting a diverse group of important external and internal stakeholders.

Virginia Housing is one of the nation's premier housing finance organizations. Our mission is to help Virginians attain quality, affordable housing, which we accomplish through our public-private partnerships.

We are focused on employee engagement and committed to a healthy and diverse workforce. We offer on-site conveniences such as a fitness center and free parking. Educational opportunities to help your advancement are available through classroom and online programs.

### **To be successful in this role you must possess:**

- Associate's degree (bachelor's degree preferred) in business administration or a related field, equivalent vocational/technical training or extensive administrative experience.
- A few years (5-7 Preferred) of progressive experience supporting senior-level leadership, ideally within a large or complex organization.
- High proficiency with Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).
- Demonstrated ability to manage sensitive information with integrity and confidentiality.
- Calendar and schedule management, meeting coordination and document preparation.
- Planning and workflow management.
- Highly proficient in managing priority calls/requests, expense reports, and travel arrangements.
- Expertise in drafting, editing, and distribution of professional correspondence/communication both internal and external.
- Elite customer service skills.

### **The ideal candidate would also have:**

- Familiarity with financial institutions, housing organizations, or state /local governments.
- Experience with SAP Concur.
- Experience in planning logistics for departmental meetings, including vendor management.

Applications and resumes are accepted online only at <http://www.virginiahousing.com/careers>.

This position will close at midnight on 9/19/2025.

Hiring Range: \$62,295 - \$80, 983

This position is onsite Monday – Friday.

A background check will be performed as a condition of employment.

A Conflict-of-Interest Act Disclosure form and Secondary Employment Disclosure form will need to be completed as a condition of employment.

Virginia Housing requires associates to live and work within the Commonwealth of Virginia.

**Internal applicants**

MR-5 - Please review relevant HR policy under 'Employment Practices' on the Zone before applying.

Apply through the Zone or at <http://employees-virginiahousing.icims.com/>.

-EOE-

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