

# Employment Opportunity: Personal Assistant to President

[Wholesale Decorators Market](#) is now interviewing for the position of Executive Personal Assistant. Reports directly to the President and CEO in the Boca Raton, Florida area.

Successful candidate will have a college degree and experience in either house management; hotel management; &/or personal assistant. Candidates with excellent Communication skills will be given top priority.

Candidates must be well groomed and well spoken; have the ability to multi-task and prioritize duties; deal with crisis management/control; self starter with organization and problem solving skills. Experience with Microsoft Office applications is essential. Driving record, background checks, citizenship, substance abuse test and personal/business references will be required

Integrity, manner, loyalty and reliability will weigh heavily on selection process and future compensation. Strict confidentiality is required.

This is a salaried position with potential performance based bonus.

Standard hours are 9:30-6:30 M-F including one hour for lunch. Travel will be necessary.

Please send resume including current compensation details to [hr@wholesaledecoratorsmarket.com](mailto:hr@wholesaledecoratorsmarket.com).

## Location

Boca Raton, Florida

## Job Type

Full-Time

## Relevant Work Experience

2+to 5 Years

## Education Level

Bachelor's Degree

## Career Level

Manager