

## EXECUTIVE ASSISTANT

**COMPANY:** WIM Resources, LLC dba Stonemont Financial Group, one of the nation's fastest growing private real estate investment and development companies, is currently seeking an Executive Assistant for team in Atlanta, GA. Stonemont is a privately held real estate investment and development firm managing diversified strategies on behalf of public and private institutions alike resulting in a portfolio of over \$5B in assets under management. Our vertically integrated operating platform is focused on developing, acquiring, and managing assets in high-growth markets across the country. Stonemont's foundation has been built through an emphasis on relationships, innovation, and execution. Our team's diverse experience, collaborative approach and fiduciary mindset have produced a demonstrated track record of performance across investment strategies and market cycles. Our commitment to utilizing our expertise in the asset types we know while continuing to evolve with the market allows us to be a prominent leader in the real estate investment management industry.

**POSITION:** Based in Atlanta, GA, the Executive Assistant will be part of a dynamic and growing business environment. This position will report directly to the Senior Director of Operations in Atlanta, GA and will provide administrative support to the Executive Management team while also assisting with office coordination and day-to-day operational needs. This individual will play an important role in supporting leadership, coordinating internal activities, and helping ensure the office operates efficiently.

### RESPONSIBILITIES:

#### Executive Support

- Coordinate complex calendars for executive leadership
- Coordinate internal and external meetings, including preparation of materials, agendas, and conference room logistics
- Assist with executive travel coordination, including managing itineraries, accommodations and related logistics as needed
- Assist with coordination of internal events, executive meetings, and company gatherings
- Support planning and logistics for external events involving executives, investors, and capital partners, including multi-day offsites, client events, and industry engagements
- Assist with coordination of conference registrations and industry memberships

#### Document & Administrative Coordination

- Coordinate document execution processes, including assembling signature packages, routing documents for execution, and distributing fully executed copies to internal and external parties
- Serve as a liaison with internal teams and external partners to support document flow and administrative follow-up
- Assist with administrative components related to entity management and corporate documentation in coordination with legal and leadership teams

#### Office & Operational Support

- Provide administrative support across HR and operational functions, assisting with coordination, documentation, and internal processes
- Support recruiting and onboarding activities, including interview scheduling, candidate communication, and new hire logistics
- Support day-to-day office operations by assisting with administrative and logistical needs across the Atlanta office
- Coordinate conference room scheduling and readiness, including setting up for meetings, ordering meals, and ensuring a professional, client-ready environment
- Manage incoming mail, shipping, and deliveries, and assist with general office organization
- Assist with maintaining office supplies, kitchen inventory, and overall workplace organization
- Support building-related coordination such as visitor access, vendor scheduling, and communication with property management as needed
- Assist with special projects and operational initiatives as directed by leadership.

### QUALIFICATIONS:

- Bachelor's degree or equivalent preferred
- Ideally 3-5 years of previous experience providing executive or administrative support in a professional office environment; real estate experience preferred
- Strong skills with Microsoft Office Suite
- Excellent organizational skills with strong attention to detail
- Ability to multitask, prioritize, and work well under pressure to meet established deadlines
- Ability to maintain the highest level of discretion and confidentiality
- Professional demeanor with the ability to interact effectively with executives, employees, vendors, and clients
- Self-motivated with a strong work ethic and proactive mindset

**COMPENSATION:** The chosen candidate will receive a competitive salary, bonus eligibility, unique employee investment opportunity and a benefits package which includes medical, dental, vision with cost of employee covered and a 401(k) plan.

**NOTE:** *This job description is inclusive of but not limited to the job specifications contained herein. Additional duties or job functions may be required as deemed necessary.*

Please direct resumes to Dotte Meyer, Senior Director of Operations at [dotte.meyer@stonemontfinancial.com](mailto:dotte.meyer@stonemontfinancial.com) and reference Executive Assistant.