



PRESTON | HOLLOW  
C A P I T A L

## Executive Assistant

**Preston Hollow Capital, LLC** (PHC) is an independent specialty finance company focused on municipal finance, commercial finance, and asset management. As a financing solutions provider and investor, PHC differentiates itself with the ability to deliver capital with speed, certainty and flexibility, while producing superior risk-adjusted returns across a broad spectrum of investment strategies.

We are seeking an experienced Executive Assistant to perform a variety of administrative tasks in support of PHC's senior originations and fixed income leadership team. The Executive Assistant role includes managing calendars, arranging travel and preparing expense reports. Success in this role requires exceptional organizational and time management skills, and the ability to act without guidance.

Responsibilities include:

- Acting as the point of contact among executives, employees, clients and other external partners
- Managing information flow in a timely and accurate manner
- Managing executives' calendars and arranging meetings
- Managing travel and accommodation arrangements
- Preparing expense quarterly reports
- Formatting information for internal and external communication – memos, emails, presentations, reports
- Taking minutes during meetings
- Screening and directing phone calls and distributing correspondence
- Organizing and maintaining the teams electronic records/filing system

Qualified candidates will possess the following:

- At least five years of experience as an Executive Assistant (or similar role) in a professional environment
- Excellent MS Office knowledge/capabilities and general technical skills
- Excellent written/verbal communications skills
- Strong organizational and time-management skills, the ability to produce effectively in a fast-paced environment, and resolute attention to detail and accuracy
- Discretion and confidentiality

Personal Attributes:

- Uncompromising personal integrity
- Team player -- willing to contribute toward the completion of other tasks as needed
- Organized and efficient, able to establish priorities
- Ability to work/interact effectively at a very senior level, both internally and externally

PHC offers a competitive compensation and benefits package including:

- Company-paid medical/dental/vision plans
- 401(k) with employer match
- Paid vacation based on position and length of service
- Employer paid long/short term disability and life insurance coverage

[Preston Hollow Capital \(www.phcllc.com\)](http://www.phcllc.com) is the leading solution provider in municipal finance. Headquartered in Dallas, Preston Hollow Capital is an independent municipal finance *company* with over \$1.9 billion in permanent equity investment capacity from a diverse investor base comprised of founding management, institutional investors including funds managed by Stone Point Capital LLC and HarbourVest Partners, and several prominent family offices. Since being founded by Chairman & CEO Jim Thompson in 2014, Preston Hollow Capital has closed over \$2 billion in transactions across a variety of sectors of the municipal bond market including real estate, senior living, K-12 and higher education, healthcare, infrastructure, general government and economic development. Preston Hollow Capital differentiates itself with its ability to deliver capital with speed, certainty and flexibility.

*Preston Hollow Capital is an EQUAL EMPLOYMENT OPPORTUNITY employer. Candidates are considered for employment without regard to classification protected by applicable federal, state or local law.*