



Executive Assistant / Operations Associate

Location: Boston, MA (In Person/Hybrid; regular office presence required)

Compensation: \$65,000–\$85,000 depending on experience

Reports to: Principal

POSITION OVERVIEW

We're seeking a proactive, highly organized Executive Assistant / Operations Associate to partner directly with the principal of a boutique real estate investment and development firm. This is a high ownership role supporting every aspect of a lean, fast-moving platform—deals, property operations, scheduling, investor communication, personal / life management, and beyond.

This is not a traditional admin role: think right hand, not receptionist. There's meaningful room to grow with the business for someone who thrives in a dynamic, entrepreneurial setting. While hybrid flexibility is supported, regular in-person presence, is important, especially early on. Access to downtown Boston properties and onsite meetings is essential.

CORE RESPONSIBILITIES

Deal & Business Support

- Maintain deal pipeline tracker and milestones (LOI, PSA, DD)
- Coordinate with brokers, sellers, attorneys, and consultants
- Draft marketing materials and organize deal files
- Support research, canvassing, and procurement of materials/vendors

Property Operations & Vendor Coordination

- Track recurring tasks (COIs, maintenance, inspections)
- Liaise with tenants and vendors for scheduling, access, and emergency response
- Maintain compliance calendars and property-specific task logs

Calendar, Email & Travel

- Manage the principal's calendar, scheduling, and travel bookings
- Prep agendas and logistics for meetings, tours, and internal reviews
- Take notes and ensure timely follow through on critical items



Investor Communication & Relationship Management

- Draft investor update emails using templates
- Maintain CRM and recommend tracking software (Notion, Google Sheets, etc.)
- Track relationship types and follow-ups (Investor, Broker, Vendor)

Administrative & Personal Support

- Maintain clean file organization across file sharing
- Prepare and submit expense reports; identify and report irregularities
- Coordinate personal scheduling and appointments as needed
- Prioritize and triage inbox with regular summary/action list

YOU MIGHT BE A FIT IF YOU...

- Have 3–6 years in executive support, operations, or project coordination
- Are deeply organized, resourceful, and detail-oriented
- Have a “no task too small” mindset but think like an operator
- Communicate clearly and professionally in writing and speech
- Are proficient in Excel, Word, PowerPoint, Canva
- Geek out on putting processes in place
- Enjoy real estate, small business operations, and problem-solving
- Bonus: Experience in real estate, design, architecture, finance, legal, project management

90-DAY EXPECTATIONS

- 30 Days: Learn systems, tools, people, and workflows. Own calendar & travel
- 60 Days: Fully manage recurring tasks, CRM, and property tracking
- 90 Days: Run core workflows across deals, property ops, and investor updates

ABOUT US

Hudson Group is a boutique, privately owned real estate development firm based in Boston. The family company is deeply invested in the Leather District, Chinatown and Downtown Crossing neighborhoods, having developed new construction and adaptive reuse projects in the area including office, retail, and residential (over 500,000 square feet).

You'll be joining us at an exciting time—we recently acquired a retail anchored office building and are actively pursuing new acquisitions alongside a growing network of strategic partners & investors.

TO APPLY

Submit your resume and brief cover letter to: Noam Ron — noam@hudsongroupna.com