TIMBERLANE

Executive Assistant

October 2025

WHO ARE WE:

Founded in 2011, Timberlane Partners is one of the most active Seattle-based real estate investment, development, and asset management companies specializing in multifamily real estate. Led by an experienced team, Timberlane has successfully acquired and developed over $1 billion of real estate assets throughout the West Coast and Mountain West. We pride ourselves on our disciplined, entrepreneurial approach, fostering long-term partnerships, and consistently delivering outstanding risk-adjusted returns. We are seeking a candidate with the ambition to scale aggressively.

ABOUT THIS POSITION:

The Executive Assistant plays a pivotal role in supporting the Principals through strategic administrative partnership and operational excellence. Reporting to the Chief of Staff or Director of Operations, this role sits at the intersection of executive operations, time management, and organizational flow. This individual demonstrates ownership, courage, and constructive assertiveness—not just supporting the Principals, but driving accountability and follow-through. The Executive Assistant is responsible for ensuring the Principals' time, focus, and priorities are optimized, while overseeing calendar, travel, workflow, and communication management with precision and discretion.

Job Title: Executive Assistant
Job Type: Full-time
Location: Seattle, WA (Hybrid – minimum 4 days/week in office)
Reports to: Chief of Staff or Director of Operations
Company: Timberlane Partners

KEY RESPONSIBILITIES:

- Manage and protect the Principals' calendar to ensure alignment with strategic goals, priorities, and commitments.
- Proactively manage email communications, where appropriate, to streamline correspondence and reduce inbox time for the Principals.
- Organize and prepare for meetings by gathering materials, coordinating logistics, and ensuring follow-up actions are tracked and completed.
- Coordinate complex travel arrangements, including flights, accommodations, ground transportation, and itineraries.
- Handle correspondence and documentation, including printing, mailing, copying, and filing with accuracy and confidentiality.
- Maintain comprehensive and organized records to ensure timely access to information and institutional continuity.
- Support operational improvements by identifying opportunities to refine systems, enhance efficiency, and strengthen internal processes.

QUALIFICATIONS:

- Excellent written and verbal skills
- 5+ years EA experience with senior executives
- Strong time management skills
- Ability to maintain strict confidentiality
- Proficiency with Office365 applications and Asana
- Excellent interpersonal skills and ability to engage with senior level clients
- Ability to thrive in a fast paced environment
- Drive and passion
- Familiarity with the real estate industry a plus

COMPENSATION:

- Full-time, salaried position, $75,000-$95,000 annually plus merit based annual discretionary bonus
- Employer-paid premiums for medical, dental, and vision coverage
- Health Care and Dependent Care Flexible Spending Accounts
- Employer-paid life insurance
- Long-term disability insurance
- Employee Assistance Program
- 401(k) plan with employer-matched of up to 4%: 100% of the first 3% contributed, 50% of the next 2%
- 20 days of paid time off (PTO)
- 10 paid holidays
- Professional development opportunities

APPLICATION PROCESS:

Please visit www.timberlanepartners.com/open-positions and click 'Apply' - this will redirect you to the LinkedIn job posting to submit your resume.

Once you've submitted your resume via LinkedIn, please prepare a brief cover letter outlining the three main reasons you're excited about this role. This can be emailed to admin@timberlanepartners.com.

Timberlane is committed to a diverse and inclusive staff. We are interested in hearing from people who can work with diverse communities. Candidates of all backgrounds are strongly encouraged to apply.