



TIMBERLANE

Executive Assistant

October 2026

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 one of Timberlane's co-founders through strategic administrative partnership and operational excellence. The co-founder serves as Chief Strategy Officer (CSO) and operates primarily remotely, requiring this individual to maintain seamless coordination, proactive communication, and flawless execution across distributed workflows. Reporting to the Director of Operations, this role sits at the intersection of executive operations, time management, and organizational flow.

This individual brings not only exceptional organizational capabilities but also a polished, professional presence befitting the high-caliber environment in which the CSO operates. Much of the CSO's work involves meeting with current and prospective investors, including ultra-high-net-worth individuals and institutional capital partners. This requires the Executive Assistant to represent Timberlane with discretion, poise, and impeccable attention to detail in every interaction.

This individual demonstrates ownership, courage, and constructive assertiveness, not merely supporting the CSO but driving accountability and follow-through. The Executive Assistant ensures the CSO's time, focus, and priorities are consistently optimized while managing their calendar, travel, workflow, and communications with precision.

Job Title: Executive Assistant

Job Type: Full-time

Location: Seattle, WA (onsite)

Reports to: Director of Operations

KEY RESPONSIBILITIES:

Executive Support

- Serve as the primary point of coordination for Timberlane's CSO, who operates predominantly remotely, ensuring consistent, proactive communication and seamless day-to-day operations.

- Manage and protect the CSO's calendar to ensure alignment with strategic goals, investor commitments, and high-priority engagements.
- Organize and prepare for meetings by gathering materials, coordinating logistics, and ensuring all follow-up actions are tracked and completed with precision.
- Proactively manage email communications, where appropriate, to streamline correspondence and reduce inbox time for the CSO.

Investor-Facing Presence & Representation

- Represent Timberlane with professionalism and polish in all interactions with investors, partners, and senior-level clients—including ultra-high-net-worth individuals—embodying the firm's standards of excellence at every touchpoint.
- Coordinate preparation and logistics for investor meetings, ensuring materials are polished, timing is precise, and every detail reflects the caliber of our relationships.
- Exercise sound judgment and discretion in all communications and situations involving confidential investor information or sensitive business matters.

Travel, Operations & Administration

- Coordinate complex domestic travel arrangements for the CSO, including flights, accommodations, ground transportation, and detailed itineraries.
- Handle correspondence and documentation—including printing, mailing, copying, and filing—with accuracy and strict 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:

- 5+ years of Executive Assistant experience supporting multiple senior executives simultaneously, ideally in a fast-paced investment, real estate, or financial services environment
- Demonstrated ability to support executives across different working styles and locations, including remote executive coordination
- Polished, professional presence with the confidence and poise to interact with senior-level clients, ultra-high-net-worth individuals, and institutional partners
- Excellent written and verbal communication skills; sharp judgment in knowing when and how to communicate on behalf of the co-founders
- Exceptional discretion and ability to maintain strict confidentiality
- Strong time management skills with the ability to prioritize competing demands across two executives without dropping the ball
- Proficiency with Office365 applications, Asana, Pipedrive, and Claude
- Excellent interpersonal skills and ability to engage with senior-level clients
- Ability to thrive in a fast-paced, entrepreneurial environment
- Drive, passion, and ambition to grow alongside the firm
- Familiarity with the real estate industry a plus

COMPENSATION:

- Full-time, salaried position, \$100,000-\$110,000 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.



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