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## **2022 Ones to Watch: Sarah Greco, Director of Administrative & Executive Services at Samuels & Associates**

June 10, 2022 - Spotlights



What recent project, transaction or accomplishment are you most proud of? As our company has grown, I have led a number of team-building celebrations that cement the foundation of our

day-to-day work. The S&A Annual Retreat is by far the largest and most comprehensive with a team of four behind its planning and execution. For seven years I have led our efforts and the event team, working alongside the partners to determine retreat goals based on our annual company priorities, then bringing it all to fruition. It has been rewarding to plan, to facilitate strategy sessions and Q&As with the partners, and to witness the strength of our team that results. I have grown the retreat to balance education, guest speakers, team building, and culture-keeping initiatives. Our next retreat will be our biggest with 100 attendees and planning has already begun. As an administrative professional supporting two partners and two executives, it brings me great pride to know I am a critical resource to the entire company, its culture, and its success.

What does it take to succeed in your specific industry? Flexibility, attention to detail, and a “can-do” attitude will help anyone in this industry, but, my success stems from my willingness to jump in, regardless of whether I have experience with the task at hand. I was first hired to be an executive assistant. Within three months I became the right hand for three of the four partners (at the time) and was tapped to take over the management of our office relocation. In my role I have worn multiple hats for the projects I’ve been asked to run – from property manager, events and marketing specialist, construction worker, accountant, and even lunch lady. I’m not afraid of a challenge, I bring no ego to the table, am an active learner, live by the motto “everything seems impossible until its done, just jump in”, and I hope that my attitude inspires those I work alongside.

What are the top 3 items on your bucket list?

Live abroad (Italy)

Take a ride in a hot air balloon

Go on an African safari

What are you doing when you aren’t working? When I’m not working, I am: playing with and walking my 13-year-old retired seeing eye dog (black lab) I adopted during the pandemic, around the water in Dorchester.