

**Position:** Administrative Assistant

**Objective:** Support Property Management team

**Job Duties:** Duties include, but are not limited to:

Qualified applicants will have experience with the following:

- answering a multi-line phone
- handling incoming/outgoing mail/shipping
- scheduling meetings
- writing formal business letters and other correspondence
- creating documents from templates
- office supply maintenance/ordering
- mass mailings
- Cold calling

## **Education/Experience**

Qualified candidates will have 2 to 3 years of experience in the administrative support role, experience with Microsoft Office Suite as well as Adobe Acrobat. Attention to detail and follow up are extremely important to the success of this position. Candidates will need intermediate working knowledge of MS Outlook.

Previous experience with a Property Management position is a plus, but not required. Occasional light travel during work hours is necessary.

## **Compensation**

We reward hard work and dedication by offering a competitive salary, performance bonuses and opportunities for growth. In addition, employees enjoy a comprehensive benefits package including health, dental, vision, long term disability and 401(k) w/ match. We are an equal opportunity employer and offer a drug free work environment. Please respond in writing with your resume and salary/history requirements. EOE