

## Job Description

**Department:** Cambridge Development Group LLC

**Reports To:** T. Michael Scott, Principal

**Job Title:** Administrative Assistant – Real Estate Development

**Location:** Headquarters | Vienna, VA

### Summary

Tracks, acknowledges, and reports on projects or acquisitions in progress, schedules appointments, gives information to callers, and otherwise relieves officials of clerical work and administrative and business detail by performing the following duties.

### Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

#### Cambridge Development Group LLC

- Assemble and prepare all proposal packages for development opportunities.
- Prepare for distribution a Monthly Progress Reports for each project.
- Manage supervisor's calendar and independently schedule appointments.
- Screen incoming calls and correspondence and respond independently when possible.
- Maintain detailed SharePoint filing system for all projects.
- Receive, identify, and process all incoming correspondence for Development projects.
- Assist Project Manager in procurement of essential bonds and permits.
- Maintain and monitor project files. Create and maintain "Development" contact database(s) (Outlook).
- Disseminate meeting minutes on all projects to participants.
- Arrange detailed travel plans and itineraries, compiles documents for travel-related meetings.
- Schedule appointments, give information to callers, take dictation, compose, and type correspondence, read and route incoming mail, and performs other administrative and clerical duties.

**Supervisory Responsibilities** –None.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

- BS Degree desired – or equivalent of 3-5 years administrative experience, 2 of which are at senior executive support level.
- Working knowledge of Adobe Acrobat and MS Office Suite; Outlook, PowerPoint, Excel, Word, SharePoint

**Language Skills**

- Excellent communications skill, strong writing ability.

**Reasoning and Ability**

- In senior executive's absence, must identify priorities, emergency situations, and have ability to soundly deal with the problem – and report to immediate supervisor.

**Qualified Candidates**

Please submit your resume via email to [afrazier@cambridgeus.com](mailto:afrazier@cambridgeus.com)