

Wadsworth Development Group

Job Description

Job Title: Administrative Assistant

Department: Admin/Main Office

Reports To: COO

FLSA Status: Non-Exempt

Prepared By: COO

Prepared Date: 7/01/2021

SKILLS

- Multi-Task Oriented
- Strong organization and prioritizing skills. Uses time efficiently
- Proficient in the Microsoft Office Suite (Word, Excel, Outlook, Teams, etc.)
- Creative and experienced in social media & marketing for organizations
- Effective Communicator - Speaks clearly, listens and gets clarification when needed
- Strong Written Communication - Writes accurately, clearly and informatively
- Team player – positively contributes to the office culture and always willing to help others
- Strong work ethic - ability to complete tasks with limited oversight
- Dependable & Punctual - takes responsibility for own actions; keeps commitments; arrives to work on time and commits to long hours when necessary to complete assigned tasks
- Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas
- Basic knowledge of commercial real estate and/or legal transactions (a plus)

MAJOR RESPONSIBILITIES

- Answer incoming calls in a timely manner/manage phone system
- Greet & accommodate clients
- Prepare staff meeting agendas and post minutes
- Prepare & validate outgoing mail & FedEx
- Receipt stamp and distribute all mail to respective departments/individuals on a daily basis
- Provide backup to AP/AR in scanning routing invoices in document control system
- Update & maintain project listing and company phone listing
- Ensure maintenance & toner supply of copy machines
- Maintain paper in copy machines/printers
- Budget, monitor, order office supplies. Provide COO quarterly budget reviews
- Monitor and coordinate office maintenance needs (light bulbs, additional cleaning, etc.)
- Maintain workrooms, conference rooms, lobbies and kitchens in an organized and clean order
- Make coffee and monitor/order products & grocery items for kitchen. Provide COO quarterly budget reviews
- Create IT service requests and monitor to completion
- Plan & coordinate company parties and events
- Run general errands
- Schedule and book travel accommodations
- Executive assistant duties for CEO, COO & CFO

- Assisting Property Management Department with the following:
 - Preparing correspondence to tenants, customers and vendors
 - Scheduling and coordinating meetings and events
 - Anniversary date tracking
 - Regular coordination with VP of Asset & Property Management, maintenance tech and controller.
- Assisting Legal/Accounting Department with the following:
 - Coordinating signatures on legal and transaction documents
 - Delivering legal documents to third party vendors
 - Scanning, saving and organizing legal documents into pre-established transaction files
 - Initiating telecommunications; organizing conference calls
 - Scheduling couriers and other special functions related to legal or transactional aspects of the business

EDUCATION AND/OR EXPERIENCE

Associate's degree from two-year college, technical school or university preferred, plus three to five years related experience/training