



## Office Manager

Northrock Companies, LLC Holladay, UT, USA

### Compensation

\$40,000 to \$50,000 Annually

### Benefits Offered

401K, Dental, Medical, Vision

### Employment Type

Full-Time

#### Why Work Here?

*"Work with really great people who will appreciate you and where you will be an intricate part of the companies success!"*

Northrock is seeking an Office Manager that can help to facilitate the next level of growth in our company. We are a real estate investment firm with properties in multiple states. We are in need of an energetic, detail oriented individual who can organize and direct all aspects of a small but busy office setting. The office manager is a key role to our success. Your responsibilities would include managing schedules/calendar invites, book travel arrangements, document signing and management, create PowerPoint presentations, assist with email/task management and coordinate office activities. Additional Executive Assistant duties for managing partners.

#### Requirements:

- Proven Experience as an Office Manager or Administrative Assistant
- Proficient with Microsoft Office
- Hands on experience with office machines, (printers, scanners, etc.)
- Excellent time management skills and ability to multi-task and prioritize work
- Strong organizational and planning skills
- Attention to detail and problem-solving skills
- Strong communication and interpersonal skills
- Notary or willing to become a Notary
- **Positive attitude**

#### Skills:

- Communication
- Analysis and Assessment

- Problem-solving
- Decision Making
- Planning and Organization
- Time Management



**About Northrock Companies, LLC:**

Northrock Companies is a real estate private equity firm with projects in 8 states. We are a small but busy office of fun, hard working professionals with the ability to get things done.