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# Roderick Enterprises

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1214 East Vine Street  
Salt Lake City, Utah 84121

**EST. 1967**

Tel (801) 506-5005  
www.roderickrealty.com

## **NOW HIRING**

Roderick Enterprises, a Salt Lake City based Real Estate Developer, established in 1967 who currently owns and manages approximately 2.5 million square feet of commercial and industrial property has an immediate opening for a high qualified and energetic individual for an Office Manager/Assistant Property Manager.

This position will provide comprehensive assistance to the President, Vice President, Property Manager and Accounting Manager:

### **DUTIES:**

1. Receptionist:
  - a) Answer incoming calls.
  - b) Make bank deposits.
  - c) Distribute mail.
  
2. Support Services:
  - a) Type leases and proposals.
  - b) Prepare property flyers and exhibits.
  - c) Keep website and marketing services updated.
  - d) Code all vendor invoices for property and account manager.
  
3. General Office Duties:
  - a) Manage all tenant insurance certificates.
  - b) Maintain tenant lease files and vendor files.
  - c) Coordinate tenant service requests.
  - d) Assist Property Manager as needed.

### **REQUIRED & PREFERRED SKILLS, EDUCATION & EXPERIENCE:**

1. Effective interpersonal and verbal communication skills.
2. Strong dedication to customer service.
3. Extensive proficiency in Microsoft Word and Excel with knowledge of PowerPoint, Adobe Photoshop, Yardi, Google and WordPress.
4. Minimum of five (5) years' experience.

### **COMPENSATION PACKAGE:**

1. Full time salary (amount determined based on experience).
2. 100% employer paid medical -dental and vision insurance.
3. 401K with employer match up to the current legal maximum.
4. Flexible vacation structure.
5. Annual bonus (subject to team goals and portfolio occupancy).

**PLEASE SEND RESUME TO: [office@roderickrealty.com](mailto:office@roderickrealty.com)**

• Cadar Leasing • Fashion Square • MROD Capital • Pheasant Hollow Business Park  
• Roderick Investments • Roderick Management • Roderick Realty Services • Valley American Investments