

### **Part-Time Administrative Assistant Role**

**Job Description:** This position requires a well-organized, self-motivated office assistant who can support the Property Manager with administrative duties. This role requires oral and written communication with customers, vendors, on-sight staff and senior level executives. Job description includes but not limited to:

- Receive, screen and place telephone calls.
- Access, retrieve, and reply to emails as requested.
- Maintain and foster positive working relationships with internal and external customers.
- Coordinate meetings.
- Handle calendar and schedule management.
- Create and maintain tenant files.
- Read and route incoming mail: open, sort, respond and disseminate to appropriate parties when necessary.
- Prepare and send outgoing communications.
- Preliminary drafting of letters; proofread and black-line draft documents; edit and finalize documents, memoranda, etc.; copy and distribute documents.
- Maintain contacts on up-to-date contacts lists.
- Work independently and take initiative to handle long- and short-term projects.

**Requirements:** Candidate must possess strong computer, interpersonal, written, verbal, communication and organizational skills. Must have good telephone manners, be a team player and possess good judgment. Knowledge of all Microsoft Office applications and basic internet skills is a must. Applicant must have minimum 3 years' experience in a related field.