

Administrative Assistant, Asset Management

CLIENT OVERVIEW

This Chicagoland based client is an innovator in the investment, development and management of industrial real estate and multimodal transportation infrastructure.

POSITION SUMMARY

Responsible for providing intermediate administrative support to the SVP, Regional Manager and Property Management team in the Central South Region.

ESSENTIAL DUTIES

- Coordinates calendars and necessary travel accommodations.
- Schedules appointments and meetings; may be asked to attend meetings and record and distribute minutes/notes.
- Maintains files, invoices, and data in internal system and performs data entry.
- Produces departmental reports, submittals, presentations, etc.
- May conduct basic market research and gather information for projects, reports, and presentations.
- Provides assistance at off-site events as required.
- Assists with preparing expense reports.
- Assesses department needs and offers suggestions to solve basic problems.
- Acts in accordance with the values of the company and complies with all company processes and procedures.
- Executes routine documents and communications.
- Performs and creates efficient processes for clerical duties to include copying, binding, filing, scanning, etc.
- Responds to phone, email, fax, and other inquires; takes messages, greets, and directs others to appropriate person(s) for assistance.
- Completes other duties as assigned.

DEPARTMENTAL DUTIES

- Maintains tenant contact information and property data in internal database.
- Tracks fire alarm, backflow, and HVAC testing for appraisals and budgets.

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- Organizes property files and prepares invoices for processing in internal system.
- Assists in obtaining insurance certificates and processes new vendors.

QUALIFICATIONS

- Bachelor's degree strongly preferred
- Minimum of 3-5 years of previous administrative experience, demonstrating superior:
- Typing and administrative skills
- Initiative, commitment to excellence, and sound judgment
- Strong written and oral communication
- Excellent organization
- Absolute integrity
- Exceptional attention to detail
- Prompt and courteous customer service to internal and external clientele
- Adaptable to work assignments
- Strong working knowledge of Microsoft Office products with emphasis on Outlook, Excel, PowerPoint and Word.
- Working knowledge of Yardi strongly preferred.
- Ability to collaborate and work as part of a team; readily assists others.
- Flexible with respect to work schedule.
- Ability to remain composed under pressure; comfortable working in a fast-paced environment.