

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

The Office Management Assistant will oversee the office space and provide exceptional support to all departments within the organization on various tasks. Assists in ensuring office is in operating order and process problem solving assistance as issues arise while remaining positive.

ESSENTIAL DUTIES

- Provide exceptional client service to internal employees and external vendors, guests and contractors.
- Prepares new employee work area (desk/office cleaning, setting up basic supplies, mailroom label).
- Responsible for overseeing the copier vendor relationship including contacting vendor for repair issues or scheduling routine maintenance, ordering supplies for all corporate machines, meter readings and lease agreement negotiations for all CenterPoint offices.
- Coordinates regular onsite vendor schedule and serves as main point of contact (pest control, window washing, plant watering, fire extinguisher check, water cooler, nightly cleaning service, holiday décor installation, etc.).
- Orders and stock supplies for office use and other equipment for fax machines, plotters, etc. (including but not limited to supply rooms, coffee rooms, snacks, etc.).
- Maintains Office Management budget spreadsheets in Excel and creates signage and labels as needed.
- Coordinates time-off requests with Receptionist and after approval from Corporate Director of Administrative and Office Services, works with Receptionist on coverage needs and temp assistance.
- Provides relief for the Receptionist for breaks and lunch as needed and acts as back-up coverage when out, including mail sorting and delivery.
- Prepares and submits Office Management invoices in Yardi (as assigned).

Office Management Assistant

- Oversees the fitness center, including at the direction of the Director of Administrative & Office services, ordering new equipment, scheduling preventive maintenance appointments, wipe replenishment and assigning lockers.
- Schedules miscellaneous cleaning/repairs for entire office; inspects and maintains cleanliness of office.
- Provides support to all CenterPoint offices with respect to office management needs, including initial supply stock ordering, direction on copier and postage machine issues, etc.
- Updates internal employee phone list in SharePoint (new hire, exit, changes).
- Organizes monthly cake day, refrigerator cleaning, locker room cleaning, etc.
- Maintains postage machine, copiers and fax machines.
- Serves as liaison to all departments for records related tasks including identifying opportunities to reduce physical storage, creating creative solutions for storing and maintaining key documents and overseeing destruction of documents process as needed.
- Support Director of Administrative & Office Services in drafting internal SharePoint communications
- Before leaving office for day, ensures office closing procedures are completed and followed, including fed-ex closing, ensuring the conference and coffee rooms are returned to their original condition, taking fed ex packages to the drop box, locking the front door, monitoring supplies and shredding service, order when necessary.
- Pursues self-development training as directed by the Administrative Services Director.
- Complies with all company processes and procedures.
- Completes other duties and projects as assigned by the Director of Administrative & Office Services.

Office Management Assistant

- QUALIFICATIONS**
- High school diploma required; Bachelor's degree preferred.
 - 2-3 years of experience as an office assistant or office manager, preferably in a corporate office setting, demonstrating superior:
 - Initiative and commitment to excellence
 - Sound judgment
 - Strong written and oral communication skills
 - Excellent organizational skills and the ability to handle multiple tasks
 - Ability to build strong and collaborative relationships
 - Absolute integrity
 - Upbeat and positive disposition
 - Strong working knowledge of Microsoft Office software products.
 - Flexible with respect to work schedule.
 - Ability to provide high level client service during stressful and high volume; Ability to work well under pressure.
 - Is physically capable of lifting objects weighing 20 pounds or more.
 - Acts in accordance with the values of the company and complies with all company processes and procedures.
 - Completes all other duties as approved by the Corporate Director of Administrative and Office Services.