

## **Administrative Assistant**

### **General Summary:**

**Administrative Assistant** will provide support to the Development Team for multiple commercial developments throughout the Southeastern United States for an established, successful Commercial Real Estate Development Company. The position requires exceptional organizational and problem-solving skills as well as attention to detail. A successful candidate should have the ability to multitask, learn quickly and take direction well. Proficiency with Microsoft Office software and ability to learn new software is a must.

### **Principal Duties & Responsibilities:**

#### **Administrative Coordination**

1. General Administrative Support
  - a. Various tasks to facilitate information delivery
  - b. Coordinate and expedite documents and forms to necessary parties
  - c. Correspondence
  - d. Oversee files and updates of Filing System (electronic and paper copies) and create when not in place, to allow for an organized system
  - e. Provide assistance to staff requiring additional administrative support (i.e. compose professional business correspondence, send faxes, copying and scanning, etc.)
  - f. Maintain conference room equipment (iPad, laptop, etc.)
  - g. Keep detailed record of all marketing sign locations
  - h. Maintain and input new contacts into Outlook database
  - i. Maintain master vendor database
  - j. Check requests
  - k. Compile and send general contractor priority task list
  - l. Compile and send attorney priority task list
  - m. Mail (FedEx, UPS, etc.)
  - n. Process all invoices
  - o. Complete monthly credit card statements and expense reports
  - p. Keep track of all office supplies and ordering
  - q. Organize luncheons, meetings, and events
  
2. Project Tracking
  - a. Attend tri-weekly update meetings regarding status of sites under review and/or Letters of Intent, contract negotiations, proposed new sites, sites under contract and developments in progress
  - b. Record meeting minutes and progression of projects in Microsoft Project
  - c. Draft Contract Abstracts and translate critical project dates in MSP rollups
  - d. Coordinate monthly distribution of project tracking report/rankings via electronic or hard copy format. Ensure accuracy in reporting and adherence to requirements as dictated by management.
  - e. Update and maintain master list of all proposed property acquisitions
  - f. Update and send out real estate manager master deal lists and project status updates

- g. Update engineering project status list
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- 3. Calendar Management
    - a. Setup meetings, send out meeting requests, coordinate schedules to optimize meeting dates
    - b. Coordinate dates and meeting requests for special events including office functions and company sponsored events as requested.
    - c. Coordinate travel arrangement and appointments as needed
    - d. Coordinate all travel arrangements, convention schedules, convention booth reservations and materials, hotel reservations, and dinner/cocktail hours (specifically for ICSC)
    - e. Calendar all critical dates for project deadlines
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- 4. Development tasks
    - a. PPTs
    - b. Property research
    - c. "Will you sell?" letters
    - d. Pull leads from CREXI, MLS & LoopNet
    - e. Track and organize sales comps
    - f. Track and organize tenant prospect tracking sheets
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- 5. Property Management Tasks
    - a. Assist Senior Property/Asset Manager and Property Manager on any tasks relating to tenant tracking, rent tracking, maintenance, invoices, and general upkeep of office buildings

**Minimum Requirements:**

Education: College degree required: BA, BS in closely related field

Experience: Minimum of 2 years of professional experience. Real Estate Development experience is a plus.

**Compensation:** competitive

**Location:**

Charleston, South Carolina, United States

**To apply send resume to:** [jj@twinriverscap.com](mailto:jj@twinriverscap.com)