



## **Administrative Coordinator**

### **General Summary:**

**Twin Rivers Capital, LLC is an established, successful commercial real estate development and brokerage company based in Charleston, SC. The Administrative Coordinator is a client's first impression point and integral to all business lines of our busy team. This role** will provide daily detailed support to the President, Vice Presidents and Development Team for commercial developments throughout the Southeastern and Mid-Atlantic United States, general office coordination and annual event coordination with our VP of Brokerage/Business Development and Director of Marketing. The position requires a professional-presenting candidate with poise that exhibits exceptional organizational and problem-solving skills and attitude, as well as attention to detail at both macro and micro level. A successful candidate should have the ability to multitask, learn quickly, infer team needs, proactively coordinate projects to completion with minimal supervision, communicate effectively, exhibit a professional demeanor and take direction well. Proficiency with Microsoft Office software (specifically Excel), office equipment (like printers, telephone systems, conference room equipment) and ability to learn and use new software is a requirement.

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

#### **Administrative Coordination**

##### ***1. General Administrative Office Support***

- a. Coordinate and expedite documents and forms to necessary parties
- b. Oversee files and updates of Filing System (electronic and paper copies) and create when not in place, to allow for an organized system
- c. Provide administrative assistance to staff of all business lines (i.e. compose professional business correspondence, printing, copying, scanning, etc.)
- d. Maintain conference room equipment
- e. Maintain telephone system and equipment
- f. Maintain and input new contacts into Outlook database
- g. Coordinate office mail needs (FedEx, UPS, etc.)
- h. Complete monthly credit card statements and expense reports
- i. Order all office/kitchen/janitorial/Fedex supplies and keep track of inventory
- j. Organize luncheons for regularly scheduled large meetings and events
- k. Process employee PTO requests
- l. Meter reads for Xerox/printer machines and coordinate maintenance
- m. Communicate and coordinate overall office needs with IT company (i.e. restart router, triage internet issues with IT company, etc)
- n. Maintain holiday gift list with current addresses and coordinate annual client gift strategy with leadership
- o. Coordinate annual holiday donation drive
- p. Onboard new employees with required paperwork and technology set-up, offboard employees
- q. Notary services
- r. Keep neat and orderly office
- s. Various personal assistant tasks for President of TRC

**2. Project Tracking and Coordination**

- a. Coordinate 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 during tri-weekly update meetings in Excel
- c. Coordinate distribution of meeting minutes/rankings via electronic or hard copy format. Ensure accuracy in reporting and support development team's adherence to requirements as dictated by leadership. Continually engage in team followup with open items for this task.

**3. Calendar Management and Annual Event Coordination**

- a. Schedule and setup meetings, send out meeting requests, coordinate schedules to optimize meeting dates
- b. Maintain multiple office and conference rooms calendars
- c. Coordinate dates and meeting requests for special events including office functions and company sponsored industry events in coordination with VP of Brokerage/Business Development and Director of Marketing
- d. Coordinate travel arrangement and appointments as needed
- e. Coordinate all travel arrangements, convention schedules, convention calendars, convention booth reservations and materials, hotel reservations, and dinner/cocktail hours (specifically for ICSC) for development and brokerage team

**4. Other**

- a. Support any miscellaneous/irregular team needs as they arise

**Minimum Requirements:**

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

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

**Compensation:**

Competitive

**Benefits:**

- Paid time off
- Paid holidays
- Health Insurance stipend

**Job Type:**

Full-time

**Schedule:**

Monday to Friday

**Work Location:**

In person | Charleston, SC

Applicants must reside within inside 526 beltway



Please include resume (attached as PDF) and a cover letter that addresses what about the role interests you, the type of work you have previously performed in Excel that would be applicable to this role and a challenging scenario that you've had to overcome professionally.