

JOB DESCRIPTION

JOB TITLE: Administrative Specialist FLSA STATUS: Non-Exempt	DATE: Wednesday, May 01, 2019
LOCATION: Huntersville, NC	REPORTS TO: Vice President of Financial Services

JOB SUMMARY:

Under general supervision, performs full administrative support functions of a responsible and confidential nature for the real estate development and asset management team.

STATUS:

Full-time (38-hour work week) Monday through Thursday 9 a.m. to 5 p.m. and Friday 9 a.m. to 3 p.m. including a 30-minute paid lunch break.

DUTIES AND RESPONSIBILITIES:

- Answer general phone calls and direct to appropriate staff
- Open mail and distribute (per audit protocol)
- Maintain master calendar and coordinate team calendars
- Manage conference room schedule and meeting set-up
- Coordinate and prepare for board meetings (prepare and send out board packets, arrange meals, prepare nametags, etc.)
- Write and prepare board minutes and resolutions
- Prepare and distribute Trustee meeting packets
- Set up property intake forms before each preliminary site visit
- Process property intake forms and assign tasks to appropriate individual(s)
- Manage project time sheets
- Maintain electronic and paper files
- Maintain office supplies
- Track website traffic, manage inquiries and gather monthly information
- Manage Social Media
- Perform general administrative tasks
- Perform other duties as necessary

QUALIFICATIONS:

Minimum Experience / Education: High school diploma or GED equivalent plus demonstrated knowledge, skills, and abilities gained through at least three years of administrative office experience or an equivalent combination of education and experience. Bachelor's Degree preferred. Notary Public certification preferred. Ability to proficiently use a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel Access, One Drive and Sharepoint. Ability to deal tactfully and effectively with fellow employees and the public, and the ability to respond quickly, efficiently and pleasantly to clients. Good oral and written communication skills required. Critical thinking skills and process planning a must.

COMPENSATION:

\$19.50/hr., based on experience. Insurance and retirement benefits. Paid holidays and vacation.

WORK ENVIROMENT/DYNAMICS

Growing company with innovative staff of professionals in shared workspace. Fast-paced and dynamic workload.