

The logo for Stanbrough Realty features the company name in a serif font, centered between two horizontal yellow bars. The word "STANBROUGH" is on the top line, and "REALTY" is on the bottom line, with a thin horizontal line separating the two words.

STANBROUGH
— REALTY —

JOB TITLE: Administrative Assistant

The Administrative Assistant position is responsible for everyday duties and tasks that are requested regarding accounting, property management, development, and brokerage. This position reports to the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Answer phones and communicate with customers in a professional manner
- Answer questions or direct calls/emails to the appropriate party
- Open and sort mail daily
- Monitor office materials and order supplies as needed
- Complete mailings
- Work cooperatively with tenants, maintenance technicians, and vendors to coordinate maintenance requests and expedite completion of work
- Assist with tasks requested regarding accounting, property management, development, and brokerage
- Work collaboratively with other team members to complete projects effectively and efficiently

EDUCATION/EXPERIENCE REQUIREMENTS:

- 2-year degree or previous administrative experience preferred
- Demonstrated knowledge and experience in property management or the housing industry desired
- Strong interpersonal and communication skills are required
- Valid driver's license
- Ability to:
 - ◆ Function as a self-starter with considerable latitude of action
 - ◆ Recognize, isolate and solve problems that improve overall client satisfaction and loyalty
 - ◆ Work closely in a small business environment
 - ◆ Meet deadlines established
 - ◆ Motivated and professional

ATTENDANCE/TRAVEL:

Position is in office Mon-Fri 8:00 am – 5:00 pm and requires consistent, regular, and timely attendance. Must be able to meet the attendance and travel requirements of the job.

The above statements cover what are generally believed to be the principal and essential functions of this job. Specific circumstances may allow or require some people assigned to the job to perform a somewhat different combination of duties.

Stanbrough Realty Company, L.L.C. is an Equal Opportunity Employer