

Voit Real Estate Services is a privately held, broker owned Southern California commercial real estate firm that provides strategic property solutions tailored to clients' needs. Throughout our 45+ year history, the firm has developed, managed and acquired more than 64 million square feet, managed \$1.4 billion in construction projects and completed in excess of \$48.1 billion in brokerage transactions. Voit's unmatched expertise in Southern California brokerage, investment advisory, financial analysis, and market research enable the firm to provide clients with forward looking strategies that create value for a wide range of assets and portfolios.

Job Title:	Office Assistant - Coordinator
Department:	N/A
Reports To:	Business Operations Manager
Direct Reports:	N/A
Effective Date:	July 2018

FLSA: Exempt Non-Exempt

Job Summary

Reporting to the Director of Operations, this non-exempt position will be responsible for front office duties while providing administrative support to top sales professionals for a wide range of marketing and administrative duties

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities include, and are not limited to:

- Front desk duties: Maintain a professional presence at the front office, answer and forward calls using company standards, greet people, handle mail/package distribution, prepare overnight labels and/or packages; send, receive, and distribute incoming/outgoing faxes, and provide parking validation to visitors
- Open the office each morning: unlock front doors, turn on lights in lobby area, and ensure kitchen is stocked. Access voicemail system and disseminate messages to the appropriate party
- Call service for printers, copiers, and other equipment as needed. Call for service to report lights out in offices, air conditioning/heater issues as needed
- Ensure front lobby, conference rooms and kitchen are clean at all times
- Set up and clean up for meetings, trainings, celebrations, and office socials
- Conduct inventory of kitchen and office supplies and place supply order. Clean out refrigerator at the end of the week and run the dishwasher as needed
- Maintain sign requests and database
- Restock paper at copy machines and printers every morning and as needed
- Maintain database for listings and send Lease Expiration reports to brokers
- Oversee general condition of the office: all systems are up and running smoothly and efficiently (copiers and printers)

Office Assistant – Coordinator

- Provide general assistant as needed to the management team and office
- Support and assist Business Operations Manager as needed
- Word processing duties including composition and editing of final documents; letters, offers, contracts, and spreadsheets.
- Coordinate timely and accurate dissemination of Listing Agreements, renewals and other contracts to clients.
- Provide back up to Client Coordinators
- Performs other job related duties as required or assigned
- Represent Voit Real Estate in a professional manner

Knowledge, Skills, and Experience

Education and/or Experience:

High School graduate or equivalent with (3) years related administrative experience and/or training; or equivalent combination of education and experience

Specific Knowledge:

- Acrobat® desktop publishing programs: InDesign, Illustrator, Photoshop and .pdf
- ConstantContact® or equivalent email marketing
- Database experience preferred; Knowledge in Commercial Real Estate, a plus

Physical Demands

The physical demands and work environment of this position are concordant with those that will be required by a team member to successfully perform the functions of this job in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At Will Statement

Employment at Voit Real Estate Services, its subsidiaries, or strategic business partners is employment At-Will.

**If interested in the above outlined position, please email your resume with salary history to dwatson@voitco.com.
Get to know Voit at www.voidco.com.**

Voit Real Estate Services is an Equal Opportunity employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other protected status in accordance with all applicable federal, state and local laws.