

Job Summary

Reporting to the Business Operations Manager, this non-exempt position will provide office support to top brokers for a wide range of general administrative assignments.

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:

- 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.
- Setup individual and team files, creating and maintaining order in computer files.
- Prepare broker and potential client packages (brochure, offering memorandum, BOV, RFP etc.) and electronic presentations
- Organize, word process, assemble and disseminate brochures and investment packages; follow up on collateral materials
- Responsible for assisting with the design and layout of mailers; obtaining data information, maps and floor plans.
- Coordinate the brochure creation and design, creation of electronic marketing presentations, and dissemination of marketing materials to the brokerage community.
- Desktop publishing; editing pictures, creating maps for flyers and presentations.
- Gather data in order to create information graphs to emphasize specific market niche for all sales presentations in either Excel or Power Point and the design software.

Additional Functions:

- Update and maintain property databases
- Perform general copying, faxing, filing functions and binding
- PC file management
- Enter new portfolios into database as needed.
- Broker expense report
- Performs other job related duties as required or assigned
- Ability to represent Voit Real Estate Services in a professional manner

Education and/or Experience:

- High School Graduate or equivalent
- (2) years of related experience and/or training
- A combination of education and experience will be considered

Specific Knowledge and Skills:

- Experience in commercial real estate and real estate databases a plus
- Constant Contact
- AnySite Mapping Software

Computer Skills Required:

- General Office Equipment, including efficiency in typing
- Microsoft Office Products to include: Word, Excel, PowerPoint
- Desktop publishing programs or Adobe CS4: including InDesign, Illustrator, and Photoshop
- Email, Intranet and Internet
- Typing and Keyboard with Efficiency

Communication Skills

- Strong Written & verbal communications
- Professionalism
- Dependable
- Goal-Oriented
- Proactive and Responsive
- Personable
- Collaborative/Team Player
- Ability to Work Independently
- Use Discretion
- Detail-Oriented/Organized
- Dedicated/Strong Work Ethic
- Adapts Readily to Changing Priorities and a Fast Paced Environment

Working Hours:

For exempt employees, while performing the duties of this position, the Team Member is expected to work the hours necessary to complete the assignments and accomplish goals and responsibilities. For non-exempt employees, Team Member is expected to work the shift hours as specified by the office, not to exceed 8 hours per day, and will adhere to all legal requirements concerning breaks and meal breaks.

Physical Demands

The physical demands and work environment described here are representative of 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.

- This position will constantly sit, type, and use the computer, keyboard, mouse and telephone
- This position will frequently stand, walk, reach, lift or carry up to 30lbs
- This position will occasionally climb, kneel, crawl, and bend
- Moderate exposure to dirt, dust, noise, or outside weather conditions
- Occasional local and regional travel required

Work Environment

While performing the duties of this job, the team member regularly works in a climate controlled office work space; the traffic and noise level in the work environment is usually low to moderate

Safety Considerations

While performing the duties of this job, the team member must operate in conformance with OSHA and CalOSHA specifications and adhere to all Voit Real Estate Services safety policies and procedures

At Will Statement

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

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.

Acknowledgement

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by employees of this position. Management reserves the right to modify, add or remove duties and assign other duties as necessary. Employees may be required to perform job-related tasks other than those specifically presented in this description.

***I have read, understand, and accept this position description and can perform the essential functions of the job with or without reasonable accommodations.
I understand that all reasonable accommodations must be requested in writing.***

Employee Name (PRINT)

Employee Signature

Date