



Administrative Assistant (Exempt)

Job Description

Provide support to marketing/leasing department; aid in various marketing tasks; assist in general office management duties including answering Houston main office phone line/directing calls, greeting visitors, and performing other miscellaneous administrative duties as needed.

Supervision

Reports to: Managing Principal, Marketing Associate

Responsible for: N/A

General Qualifications Required

Education: High school diploma or higher

Training Requirements: N/A

Licensing: N/A

Experience: Minimum two (2) years administrative experience preferred

Skills/Behaviors:

- Strong working knowledge of MS Word, Excel and Outlook
- Strong oral and written communication skills a must
- Strong working knowledge of MS Word, Excel, PowerPoint and Outlook
- Proficiency in MS Publisher and Adobe Illustrator a plus
- Ability to interpret lease language
- Strong oral and written communication skills a must
- Strong organizational skills with ability to prioritize
- Ability to handle multiple tasks while meeting strict deadlines
- Self-starter and ability to work independently
- Strong customer service skills
- General accounting skills
- Able to follow policies and procedures
- Supports organization's goals and values



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Major Areas of Responsibility

- Prepare proposals, lease documents, monthly marketing reports and routine correspondence
- Process lease packages/commission agreements
- Streamline communication with accounting and property management on new leases
- Prepare commission invoices
- Maintain lease information including calculation of rents, expenses and commissions
- Maintain and update tenant information including internal reports
- Maintain and keep Lease Management System up to date and current
- Maintain all property inventories
- Prepare and coordinate mass marketing mailings
- Coordinate press releases for local business journal, newspaper or other real estate communications
- Maintain and update property listings
- Organize and maintain floor plans for all properties
- Send out building floor plans and track inquiries
- Assist in preparation of new business proposals
- Assist in preparation of monthly and quarterly marketing reports
- Maintain and update lease expiration reports in HLC's proprietary database
- Coordinate signage for listings
- Assist in preparation of marketing brochures
- Coordinate broker events
- Maintain marketing database including CoStar, Xceligent and Loopnet
- Provide phone coverage as needed for front desk
- Other duties as assigned