Administrative Assistant Positions

Property Management: (In-House Management) / (Field Management)

JJ Lewis Investments, LLC Located: 119 3rd Ave West, Birmingham, AL 35204

We are looking for a responsible Administrative Assistant with experience in property management to perform a variety of administrative and clerical tasks. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs and managing our company's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment. If you have experience in Real Estate or are familiar within the real estate industry, we'd like to meet you. Ultimately, a successful Admin Assistant should ensure the efficient and smooth day-to-day operation of our office.

Responsibilities

· Answer and direct phone calls
· Organize and schedule appointments
· Plan meetings and take detailed minutes
· Write and distribute email, correspondence memos, letters, faxes and forms
· Develop and maintain a filing system
· Update and maintain office policies and procedures
· Order office supplies and research new deals and suppliers
· Maintain contact lists
· Research and identify property prospects and locations
· Submit and reconcile expense reports
· Provide general support to visitors
· Act as the point of contact for internal and external clients
· Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Skills

· Proven experience in real estate administration
· Knowledge of office management systems and procedures
· Working knowledge of office equipment, like printers and fax machines
· Proficiency in Quickbooks, MS Office (MS Excel and MS PowerPoint, in particular)
· Excellent time management skills and the ability to prioritize work
· Attention to detail and problem solving skills
· Excellent written and verbal communication skills
· Strong organizational skills with the ability to multitask
· High School degree; additional qualification as an Administrative assistant or Secretary will be a plus

Pay: $15.00 - $20.00 per hour

Must be COVID vaccinated

To Apply:

Email Resume to: kjackson@jjlewisinvestments.com