

POSITION TITLE: FRONT OFFICE COORDINATOR

REPORTS TO: Operations Support to Property Management

POSITION SUMMARY: As the person with one of the greatest opportunities to demonstrate the culture of Home Leasing, the Front Office Coordinator's primary responsibility is setting the tone of the office by maintaining all aspects of the office for Home Leasing and Home Leasing Construction. In addition, the Front Office Coordinator provides support to Executive Management staff in various administrative tasks. Independent judgment is required to plan, prioritize and organize diversified workload.

ESSENTIAL DUTIES:

- Responsible for greeting all guests as well as managing all incoming phone calls and directing calls to the appropriate individuals.
- Responsible for ordering and maintaining all supplies, equipment, and contracts required to support the office, including but not limited to; kitchen, stock room, conference and meeting rooms, equipment, appliances, etc.
- Maintain and distribute all incoming and outgoing mail correspondence including but not limited to the postage machine.
- Manage and schedule all conference and meeting rooms including coordinating calls and monitoring call-in numbers.
- Supports all IT needs and correspondence.
- Works with a team to support ground breakings and ribbon cutting.
- Responsible for setting up new employees needs including but not limited to; email, parking pass, phone, office supplies, business cards, uniforms.
- Coordinates and prepare all employee appreciate events, meetings, and gifts.
- Provides clerical support for executive management staff as needed. Including but not limited to; expense reports, credit card statements, receipts, travel arrangements, calendar management, general correspondence, scanning, memos, presentation material, etc.
- Perform clerical duties needed to fulfill essential duties.

KNOWLEDGE AND SKILL REQUIREMENTS: High school diploma required, Associates degree. One year of administrative experience. Previous construction management experience preferred, but not required.

- Strong communication skills
- Strong skills in Microsoft office, word, excel and power point
- Microsoft Project a plus
- Knowledge of grammar and business English
- Knowledge of office equipment
- Self-reliant and demonstrate a strong sense of responsibility
- Ability to work with confidential information
- Ability to work well with others and ability to multi-task
- Bilingual Spanish a plus but not required

TYPICAL PHYSICAL DEMANDS: This is largely a sedentary role; however, filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

TYPICAL WORK CONDITIONS: Work is performed primarily in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This position may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.