

OFFICE COORDINATOR

REPORTS TO: Director of Operations

JOB DESCRIPTION:

For the purpose of this job description, “company” refers to both Lee & Associates Charleston, LLC and Lee & Associates Charleston PM, LLC.

Technology

- Maintain and negotiate company contracts with service providers, including but not limited to Verizon Wireless, AT&T, SEGRA, Cantey Technology, Xerox, and Pitney Bowes.
- Manage both information technology (IT) and phone systems, including inventory. Serve as the direct point of contact for office-related IT issues and maintain open communication with vendors to resolve issues.
- Fulfill tasks associated with team member onboarding and termination processes.
- Maintain good working condition of all office equipment, including access control security.
- Manage the upkeep of all Microsoft Outlook company distribution lists.

Facilities Management & Administrative

- Maintain first-class professional office space through direct coordination with the Property Manager at Ravenel & Associates.
- Greet visitors and clients and ensure they are connected to the appropriate personnel.
- Maintain a timely mail system by sending, opening, sorting, and distributing mail daily.
- Answer the main telephone line and route calls to the appropriate person.
- Monitor kitchen and office supplies, including Lee & Associates branded items, and order additional supplies as needed.
- Maintain and organize the firm’s physical storage system.
- Coordinate the firm’s annual summer and Christmas social gatherings.

Listing and Deal Tracking

- Assist with the back-of-house deal process by logging deal information in the firm’s Deal Tracking Spreadsheet.
- Organize deal information and submit regular reports to the CoStar Group.
- Manage the firm’s interior and exterior sign inventory with Duncan Parnell.

KNOWLEDGE, SKILLS & ABILITIES:

- Minimum of one year of related work experience and/or training in office management
- Knowledge of Microsoft Office and DropBox required
- Exceptional email and phone etiquette required
- Must possess strong organizational, communication, and time management skills
- Ability to work with co-workers in a positive and professional manner
- Ability to multi-task and prioritize assigned tasks in order to meet deadlines
- Ability to work independently and produce quality work with little to no direction
- Experience in commercial real estate a plus