



Job Title: Community Associate/Administrative Assistant

Reporting to: General Manager

Purpose: To provide receptionist and facilities supports to ExecutiveSuites² in addition to providing supports to the ES² General Manager and the ATG Executive Team.

Requirements: The hours for this position will be 8:00 a.m. to 5:00 p.m. and will not support remote working. Dependability and punctuality are essential to this role. Must have dependable transportation and a valid driver's license.

Responsibilities:

Receptionist:

- Provide welcome to all ES² Members and Member's guests by delivering an exceptional professional and friendly service
- Respond to facility queries and requests from Members, Staff and Visitors and disseminate actions and information accordingly
- Receive and sign for deliveries
- Place UPS packages in UPS box as needed
- Sort and distribute mail to appropriate suites and/or PO Boxes
- Operate switchboard, handle general telephone enquiries, take messages and/or forward as appropriate for multiple companies
- Offer refreshments to visitors

Administrative:

- Frequently checking ES² emails by either responding or forwarding accordingly
- Assist the General Manager with ES² Google Calendar and creating Member conferencing information as needed
- Manage Meeting Rooms and booking systems and prepping of Conference Rooms
- Resetting Meeting Rooms
- Assist in catering and concierge services
- Preparing offices for move-ins/move-outs
- Demonstrating ownership to ensure the space is 'show ready' at all times



- Assisting with scanning documents to cloud
- Assisting ES² General Manager and ATG Controller with accounts payable entry
- Assisting ES² General Manager with the day-to-day operations of ES²
- Assisting the ATG Executive Team as directed
- Order office supplies and assist with a weekly ES² Café consumable inventory
- Duties may vary depending on needs

Key Skills and Experience & Competencies:

Key Skills:

- Exceptional Customer Service skills, including the ability to remain flexible and calm in high pressure or continually changing situations and the ability to handle confrontation
- Effective and professional communication skills in English (written and oral).
- Effective and professional communication skills in Spanish (written and oral) **strongly desired.**
- Solid organizational skills, including the ability to prioritize and multi task in a demanding environment
- Working knowledge of Microsoft Office 365, including the online versions of Word, Excel, PowerPoint and Outlook and the ability to understand further programs to assist in the day-to-day operations
- Experience with Quickbooks and Appfolio strongly desired
- Ability to learn multiple software applications
- Ability to operate basic office equipment
- Ability to sit for extended periods of time
- Ability to lift packages up to 20 lbs
- ATG Real Estate Development is an equal opportunity employer and offers a competitive compensation and benefit package.

Please submit your cover letter and resume to: info@ExecutiveSuites2.com

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