

Rein & Grossoehme

Office Manager/ Administrative Assistant

Office Manager Primary Job Description

This is a relatively low stress position in a friendly office environment. Hours are from 8:30 am to 5:00 pm with one hour for lunch.

- Answer main phone line and check voice mail
- Greet clients
- Word processing and spreadsheet preparation (Word & Excel)
- Rent Surveys (call listing agents for lease rate and occupancy quotes)
- Pricing and ordering/ purchasing (signs, printing, office supplies, etc.)
- Marketing mailer preparation
- Coordinating sign installation & removal
- Daily mail posting & postage purchasing
- Outgoing faxing and distribution of incoming faxes and mail
- Monitor and balance petty cash account
- Ownership research (online)
- Demographic research and reports (online)
- Press release preparation and distribution
- Marketing package and listing proposal preparation
- Draw floorplans for spaces for lease
- Market research
- Outside broker correspondence and database updating
- Obtain credit reports on prospective tenants (online)
- Monitor and check out listed property keys to outside leasing agents
- Pick up and/or deliver documents (very urgent only)
- Sales and leasing support/ assisting agents with projects
- Prepare coffee in the morning and as necessary thereafter during the day
- Purchase/ pick up office and kitchen supplies
- Update the company website

Rein & Grossoehme is a very professional and successful, high-end boutique commercial brokerage firm specializing in leased investment sales and leasing. We are well known and have an excellent reputation within the community. You have probably seen our red signs all over town.

Ideal candidates are well organized, have good people skills, are computer literate and present themselves confidently and professionally.