



## **Job Announcement**

### **POSITION DESCRIPTION**

Faria Management is a boutique property management company seeking a Community Assistant to support its growing business. The Community Assistant will provide general administrative support to the team, direct support to the Community Manager, and independently handle all assigned duties and administrative tasks. These duties will include conference room management, compiling reports, writing memos, physical and electronic filing, phone, and front office coverage. The Community Assistant will also support requests such as purchasing and event planning. This individual must be an energetic self-starter who is well-organized and detail oriented. S/he must also be an independent thinker with the ability to work with minimal supervision while exercising good judgment. This position requires excellent communication (verbal and written) skills, interpersonal skills as well as the ability to successfully interface with management, staff, clients, vendors, partners, and other key stakeholders.

### **RESPONSIBILITIES:**

The Community Assistant will successfully prioritize multiple tasks with competing deadlines, manage conflicting schedules and provide excellent follow-through. Additional responsibilities include:

- Provide telephone and front office coverage
- Prepare reports, memos, and other documents
- Process daily mail including receiving, sorting, and distributing incoming and outgoing mail; Track letters, packages, and other deliveries
- Prepare/edit presentation materials
- Manage Conference Room calendars
- Create monthly invoices for rent and condominium fees
- Maintain inventory of office supplies/ and restock as necessary
- Perform general administrative tasks including faxing, scanning, copying, and printing
- Supporting the office manager and consultants in the execution of special events for the company.
- Special projects and assignments as needed
- Coordinate with IT department on office needs and service
- Provide general support to visitors

### **SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:**

- Proficiency in Microsoft Office Suite: Excel, Word, Outlook.
- Excellent communication, interpersonal, and organizational skills required.
- An entrepreneurial spirit.
- Proactive and extremely responsive.

- Excellent written and verbal communications are required.
- Personable with a good sense of humor
- Demonstrated ability to work effectively with a wide range people and organizations
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work
- Must be willing to submit to a background investigation and drug test.
- Demonstrated commitment to the mission, philosophy, and vision of FARIA Management.

#### **EDUCATION AND EXPERIENCE**

- Bachelor's degree preferred
- 2-4 years of previous administrative experience
- Interest or experience in a field related to real estate development and/or construction

#### **PHYSICAL REQUIREMENTS - ADA SPECIFICATIONS**

(Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 20 lbs., speak, and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

***FARIA Management is an equal opportunity employer and offers a competitive compensation package.***