



**JOB TITLE:** Office Assistant

**DEPARTMENT:** Property Management

**REPORTS TO:** Property Manager

**MISSION:** ReBuild Metro, Inc. has been building quality historic rehabs and new-construction homes in East Baltimore for nearly ten years. Our team's expertise is in crafting stylish yet affordable residences in beautiful historic neighborhoods. We use the power of planning, redevelopment, and markets to strengthen neighborhoods, increase community prosperity, and cultivate human capital.

**SUMMARY:** Serving as contact for clients, callers, and visitors to organization; other Property Management related duties and coordinating office operations processes and activities.

**DUTIES AND RESPONSIBILITIES:**

- Assist with auditing existing office processes for gaps and while providing recommendations for improvement and greater efficiencies.
- Manages office security system and security system for properties in portfolio.
- Answers, screens, and directs calls on multi-line phone system in a courteous and professional manner; takes messages and/or forwards telephone calls to appropriate employee, or voice mail.
- Meets and greets all visitors; determines their needs and directs them to the appropriate employee/locations. Follows Property Management procedures concerning visitors and calls for Property Management.
- Opens and routes incoming mail and prepares and forwards outgoing mail and packages.
- Responds to visitors, clients, and employee inquiries in a courteous and professional manner.
- Compose routine correspondence, create and updates spreadsheets as required.
- Manage the cell phone, copier, phone system, and other office service vendor accounts.
- Maintain corporate calendar including conference room reservations.
- Coordinate office events and programs, including meetings, training sessions, and office celebrations.
- Collaborate with the Operations Manager to enforce office policies and procedures.
- Organizes and maintains file system, files correspondence and other records.
- Orders and maintains office supplies/inventory.
- Demonstrates a high level of professionalism in dealing with confidential and sensitive issues.
- Performs other related duties as assigned by management including floating administrative support to all departments, under the guidance and oversight of the Property Manager.

**EDUCATION AND EXPERIENCE:** High School diploma, two to four years related experience.

**QUALIFICATIONS:**

- Excellent verbal and written communication skills. Proficient on Spreadsheet Software (Excel); Word Processing Software (Word); Electronic Mail Software (Outlook); Presentation software (PowerPoint)
- Ability to understand and follow written and verbal instructions.
- Strong interpersonal and organizational skills; able to manage priorities.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to perform diversified clerical functions.

**SALARY & BENEFITS:** ReBuild Metro provides a comprehensive benefits package including Medical, Dental, Vision, Life Insurance, 401(k) with company match, eleven (11) paid holidays and Paid Time Off (PTO).

**HOW TO APPLY:** Submit resume and cover letter to: [recruitment@rebuildmetro.com](mailto:recruitment@rebuildmetro.com)

