**Administrative Assistant**

Position Overview: We are seeking a highly organized and detail-oriented Administrative Assistant to join our dynamic commercial real estate office. As an Administrative Assistant, you will play a vital role in supporting the smooth operation of our office and providing essential administrative assistance to our team. Your exceptional organizational skills, strong attention to detail, and ability to handle multiple tasks simultaneously will contribute to the efficient functioning of our office environment.

Responsibilities:

* Administrative Support: Provide comprehensive administrative support to the commercial real estate team.
* Correspondence and Communication: Manage incoming and outgoing communications, including answering phone calls, responding to emails, and drafting correspondence. Maintain a professional and polite demeanor while representing the office.
* Document Management: Organize, maintain, and update physical and digital files, records, and documents, ensuring accuracy, confidentiality, and easy retrieval when needed.
* Data Entry and Reporting: Accurately input data into relevant systems, databases, and spreadsheets. Assist in generating reports, presentations, and other documentation as required.
* Office Operations: Maintain office supplies inventory, order new supplies as needed, and oversee the general tidiness and functionality of the office space. Coordinate with vendors and service providers to address any maintenance or repair needs.
* Client and Tenant Support: Provide excellent customer service to clients and tenants, addressing inquiries, resolving issues, and directing them to the appropriate team members when necessary.
* Ad hoc Support: Provide additional administrative support and assistance as required, demonstrating flexibility and adaptability in a fast-paced and dynamic work environment.
* Billing and Collections – assist with preparation of invoices and follow up on delinquencies as needed.

Qualifications:

* High school diploma or equivalent; additional certifications or coursework in office administration or real estate is a plus.
* Proven experience as an administrative assistant or in a similar role, preferably in a commercial real estate or professional services environment.
* Proficiency in using office productivity software such as Microsoft Office Suite (Word, Excel, PowerPoint), email clients, and calendar management tools.
* Strong written and verbal communication skills, with keen attention to detail.
* Exceptional organizational and time management abilities, with the capacity to prioritize tasks effectively and meet deadlines.
* Professional demeanor and excellent interpersonal skills, with the ability to work well both independently and collaboratively.
* Demonstrated discretion and ability to handle confidential information with integrity.
* Familiarity with basic financial and accounting principles is a plus.
* Knowledge of real estate terminology and practices is advantageous but not required.

Join our team and be part of a thriving commercial real estate office, where your administrative skills will contribute to the success of our operations. Please submit your resume and a cover letter outlining your relevant experience. We look forward to reviewing your application.

Job Type: Full-time

Salary: $40,000.00 - $45,000.00 per year

Benefits:

* 401(k)
* Dental insurance
* Health insurance
* Life insurance
* Paid time off
* Retirement plan
* Vision insurance

Schedule:

* 8 hour shift
* Monday to Friday

Location – Fishers, Indiana

Please contact Melinda Couden at [mcouden@sunbeamdevelopment.com](mailto:mcouden@sunbeamdevelopment.com) to apply.