



## STRATEGIC CAPITAL PARTNERS

### **JOB OPENING**

March 28, 2019

### **Administrative Assistant – Indianapolis, Indiana**

This position provides an excellent opportunity to work on a variety of administrative projects at our corporate office. The role reports to the Vice President of Office Management and will interact with the corporate staff daily.

#### **Requirements:**

- Associate's degree preferred
- 3-5 years of experience in administrative assistance, office management
- Detail oriented with strong organizational skills
- Ability to work both independently and collaboratively
- Ability to juggle multiple projects with superb accuracy
- Strong sense of urgency and problem-solving skills
- Advanced written and oral communication skills with the ability to effectively communicate with guests, co-workers and vendors
- Proficient in the Microsoft suite of products, including, but not limited to Outlook, Excel, Word and PowerPoint
- Commercial real estate experience preferred but not necessary

#### **Responsibilities:**

- Reception Desk
  - Provide excellent customer service on the phone and in-person to all
  - Answer the company switchboard and distribute calls
  - Distribute all incoming mail and packages
  - Prepare and send all outgoing mail, packages and special deliveries
- Office Management
  - Manage office supplies, postage and breakroom purchasing within set budget
  - Manage printer/copier supplies, repair and maintenance
  - Manage conference room and its schedule
- Corporate Office Administrative Support
  - Produce and distribute general correspondence and memos as necessary
  - Arrange travel and schedule meetings for multiple corporate managers
  - Assist with accounts payable process and similar accounting tasks
  - Special projects on an ad-hoc basis and as needed

Pay is commensurate with job responsibilities and the individual's experience level. Strategic Capital Partners offers a competitive pay structure, including bonus, and a comprehensive benefits package. To apply, please send resume to Dina Randall, VP – HR, IT, Office Mgt., Marketing at [drandall@strategiccapitalpartners.com](mailto:drandall@strategiccapitalpartners.com) or 8900 Keystone Crossing, Suite 100, Indianapolis, IN 46240.

### **About Strategic Capital Partners, LLC**

*Strategic Capital Partners, LLC (SCP) is a commercial real estate developer who invests in, develops, owns and operates properties in top tier submarkets in Charlotte, Cincinnati, Indianapolis, Nashville, Northern Virginia and Raleigh/Durham. SCP is the general partner in more than \$700 million of office, industrial, multi-family and student housing properties which total nearly six million square feet. The SCP team includes real estate professionals with many years of industry experience in private equity, development, banking, property management and brokerage including Gene Zink and Richard Horn who were both long-serving senior executives at Duke Realty (NYSE: DRE). For more information, please visit [www.strategiccapitalpartners.com](http://www.strategiccapitalpartners.com).*