

Administrative Assistant

Company Name

Tharp Investments

6910 N Shadeland, Suite 200, Indianapolis, IN 46220

Job Title: Administrative Assistant

Job Description Summary

Provide administrative support to real estate brokers and property managers often handling details of a confidential nature. Responsible for prioritizing and completing projects to meet multiple deadlines in a fast-paced, team-oriented environment. Responsible for assisting in all property management duties and creating and maintaining strong relationships with our tenants and clients.

RESPONSIBILITIES

- Prepare documents including Request for Proposals, Letters of Intent, customer and prospect correspondence, reports, with direction from brokers and property managers
- Provide full administrative support, including phone support, typing, reports, filing and distribution of correspondence.
- Coordinate maintenance repairs and site inspections with vendors and tenants
- Enter maintenance work orders into Yardi and track completion
- Create and prepare marketing collateral such as property brochures, property flyers, and email blasts
- Assist in lease administration activities, including abstracting leases and ensuring all property files are prepared and maintained in an orderly and logical manner
- Ensure Certificates of Insurance for tenants and vendors are up to date
- Prepare and coordinate vendor proposals and service contracts
- Assist with the preparation and distribution of marketing materials
- Perform general administrative duties such as answering phones, filing, faxing, processing mail and scheduling meetings
- Update and maintain company CRM database for the purpose of tracking potential clients.
- Perform analytical searches in CoStar and LoopNet.
- Prepare market surveys including gathering building information, maps, pictures, CoStar data, and creating/binding building tour books
- Assist in monitoring active marketing programs and developing ways to improve those campaigns

KEY COMPETENCIES

- Customer Service Oriented
- Ability to multitask
- Superb Organizational skills
- Time Management skills
- Proficiency in Yardi, Loopnet, and CoStar preferred
- Communication Proficiency

EDUCATION

- High school diploma/GED equivalent
- Bachelor's Degree preferred

EXPERIENCE

- At least 1 year of real estate property management, administrative or related experience

Please send resume to elaine@tharpinvest.com