

Revised 2/10/2017

Administrative Assistant

We are a locally-owned Real Estate management company providing commercial, residential & self-storage space in the Chambersburg area. We believe in providing the best office, home or storage to our Tenants. To do this, we are searching for a highly competent individual who is capable of performing various tasks to assist the entire staff in the day-to-day operations.

Job Description

Performs a variety of administrative tasks to support all other office staff. Duties include, but are not limited to: clerical work/general filing of invoices and Lease correspondence. Other duties may include: Greeting the walk-in office traffic and responding to their needs; answering the phone and directing calls to the appropriate department; assisting all departments as issues arise and individual shows ability to add value.

Must be able to anticipate, re-direct and manage multiple competing priorities. Strong attention to detail, organization and delivering the results are a necessity. Ability to focus in an active environment with one ear open to what is going on around you. Ability to do errands as-needed (if vehicle available); travel distance is usually within a 3-4-mile radius from office, with some inter-complex errands.

Required Education & Qualifications

- High School Diploma

Other Desired Qualifications

- Excellent Computer proficiency (Microsoft Office Suite, Office 365, QuickBooks)
- Excellent verbal and written communication skills
- Chambersburg/Franklin County area resident
- Detail-oriented & highly organized
- Prior experience in Real Estate is a plus
- Strong calendar management skills
- Communicate with ALL office and field maintenance staff
- Must be highly resourceful and agile; able to anticipate & re-direct at a moment's notice
- Must be able to manage multiple competing priorities
- Ability to follow through and follow up with their work without prompting

Work Environment/ Physical Demands

This job operates in a professional office environment. The role routinely uses standard office equipment such as computers, phones, copiers, filing cabinets and fax machines. The physical demands include ability to lift 20 pounds, open filing cabinets, stand for filing and going to other buildings within a complex.

Expected Hours of Work

This is a Part-Time position for a minimum of 10 hours per week, with hours required in the core day from 8AM-4:30PM with some flexibility. There is the opportunity for this job to develop into Full-Time, based on the ability of the individual to take on additional responsibilities.

Pay

\$10.00+ per hour, depending on experience and skills.

Please submit a current Résumé, and provide at least two references with contact information, to be considered for this position.