

Office Manager/Administrator

Greenwich Property Greenwich, CT, United States

Overview

Greenwich Property Partners (GWCH) is a privately owned and managed real estate investment, development and management firm. Our investment approach is focussed on boutique developments in the key cities of Connecticut's Gold Coast as well as New York and New Jersey. We generally follow a buy-and-hold strategy.

In the position as Office Manager/Administrator you will be responsible for the daily operations of the office in downtown Greenwich, CT. You will be assigned with tasks to assist the team with administration, bookkeeping and travel planning and be in charge of the reception area (taking incoming calls, emails and receiving visitors).

We are looking for a self-driven personality that is keen to learn new things. If you are a recent graduate this might be the opportunity to start your career in a young, innovative team. If you are still in school we consider part-time applications.

For more about us: www.gwchproperty.com

Responsibilities

- The Office Manager/Administrator will be responsible for the day-to-day operations of the office and assist the team in various administrative or project related work.
- Fully in charge of the reception area (answering phones, incoming emails, receiving clients/guests)
- Assist with new tenants/setting up new leasing agreements
- Creating application packets and preparing for resident interviews
- Assisting with leasing duties including lease signings and running background/credit checks
- Preparing balance sheets/invoices, etc.
- General administrative duties as assigned

Benefits

- Paid vacation and holidays off
- 401(K)
- Roth IRA employer contributions
- Free snacks/beverages at the office

Qualifications

- Recent graduate of competitive undergraduate program (min. BA/BS), if part-time still enrolled in college
- Previous real estate, financial services experience is considered a plus
- Strong written and oral communication skills
- Must be able to use Microsoft Office and Mac OSX
- Self-driven attitude and keen to learn new things

Please apply through LinkedIn or send your application to; careers@gwchproperty.com