

Premier Commercial Properties

Job Description



PREMIER
COMMERCIAL
PROPERTIES

Job Title: Office Manager

Type of Position: Full-time

Reports to: Job Title:

Location: Coon Rapids, MN

Overview:

Premier Commercial Properties specializes in retail, office, multi-family housing, warehouse, and industrial real estate for sale and lease in the Minneapolis north metro area. We are seeking a versatile Office Manager to join our team. We are looking for someone with a high level of organization and communication who is able to assist with expanded responsibilities such as marketing, finance, and property management.

Responsibilities:

- Oversee and support all administrative duties in the office and ensure that the office is operating smoothly
- Assist with marketing duties including website updates for properties, uploading marketing data to listing services, producing marketing flyers, and managing inventory of signs
- Perform office accounting activities in Quick Books such as journal entries, bill payment, rent collection, bank reconciliations, and producing monthly financial reports. Additional year end accounting work to include creation of 1099s and year end financial wrap up
- Coordinate property management issues and maintain property information
- Manage office supplies inventory and place orders as necessary
- Perform receptionist duties: greet visitors, and answer and direct phone calls
- Receive and sort incoming mail and deliveries, and manage outgoing mail
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports

Qualifications:

- High school diploma, GED, or equivalent
- 2-5 years of work experience in an administrative/office management role
- Must have exceptional attention to detail
- Strong organizational and time management skills, and the ability to prioritize
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Must be proficient with Microsoft Office and Google products
- Experience with Quick Books preferred

Premier Commercial Properties offers a benefits package including medical, dental, vision, paid vacation and holidays.

We invite you to visit our website at www.premiercommercialproperties.com for additional information on our company.

As an Equal Opportunity Employer we welcome all applicants.