



Job Description



The Stanton Group, Inc.

JOB TITLE: Administrative Assistant
DEPARTMENT: Administration and Marketing
REPORTS TO: Vice-President
GRADE:
FLSA STATUS: Non-exempt
DATE PREPARED: November 12, 2009
DATE REVISED: April 15, 2012

The Administrative Assistant supports The Stanton Group, Inc.'s (SGI) goals, values and philosophy by exhibiting the following behaviors: Excellence, quality service, commitment and accountability. As a member of the SGI team, performance includes demonstration of the following accountabilities: Communication, teamwork and job knowledge.

POSITION SUMMARY

The Administrative Assistant is the primary customer service contact for the company and is responsible for the marketing and promotion of the company and the properties it has listed. This position serves Management (defined as President and Vice-President) and oversees administrative function of the office.

PRIMARY DUTIES AND RESPONSIBILITIES include the following:

1. Be the "face" of The Stanton Group by greeting all clients, tenants, property owners, vendors and visitors.
2. Answering a multi-line phone system; screening and directing all income calls.
3. Orders, stocks and maintains office postage, letterhead and general office supplies and equipment.
4. Oversees the hardware, software and network, all office equipment, cell phones and telephones for the company.
5. Maintains the company website.
6. Takes notes and maintains documentation and reports for/from staff meetings.
7. Obtains timesheets from all employees and submits to Vice President bi-weekly. Tracks tardiness, vacation, sick and other time off. Submits approved timesheets for payroll processing.
8. Assists Vice President in all aspects of coordination with human resources of the company.
9. Provides all administrative assistance to the President, Vice-President and Leasing Department.
10. Under direction of the President/Managing Broker, maintains real estate licenses and displays properly.
11. Maintains sales and leasing log (GNAR) and assists Accountant with tracking company commissions for all deals, especially tenant representation and brokerage clients.
12. Monitors dates of action in listing agreements and lease expirations. Maintains follow-up calendar and notifies Vice President no less than six months in advance of action dates.
13. Full responsibility for maintaining Tenant Representation rent roll and updates other Excel rent rolls as directed.
14. Prepare drafts of letters of intent, offers, leases renewal notices, and amendments as directed.
15. Inputs data into property management and accounting software as directed.
16. Drafts marketing and advertising budget for approval. Places all advertising and marketing as directed.
17. Acquires knowledge of market statistics and demographics for all property types listed and or managed.
18. Maintains LoopNet, Xceligent, CoStar, Business Journal, Craig's List and all other databases for listing information on available properties.
19. Prepares, updates, and maintains all marketing materials for available listings.
20. Maintains inventory, location and installation of property signs.
21. Maintains broker database and all contact lists for leasing and marketing.

22. Full responsibility for all filing including setting up and maintaining all files for new tenants, properties, listings and tenant representation clients.
23. Responsible for removal and archiving of old leases and contracts in accordance with the law.
24. Places approved Christmas card order and are responsible for addressing and mailing.
25. Oversees all aspects of the Cumberland Bend Christmas party.
26. Maintains confidentiality of company and client information.
27. Reacts productively to change.
28. Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High school diploma or GED is required; a minimum of five (5) years general office experience; and/or equivalent education or experience in job related activities is required. Marketing/advertising experience is a plus.

OTHER SKILLS

Ability to speak, hear, see, read and write in English; good problem-solving skills; good interpersonal and organizational skills; good written and oral communication skills; proficient in use of Microsoft Office (Word, Excel, PowerPoint) Outlook, Publisher and the Internet.

WORK ENVIRONMENT

Position is in an office setting that involves everyday risks or discomforts requiring normal safety precautions.

APPROVAL

Name/Title

Date

EMPLOYEE SIGNATURE

Name/Title

Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.