



Administrative Assistant

Description:

Founded in 2016, Envy Property Management (EPM) is a full service property management and construction company. EPM manages investors' real estate investments ranging from single family homes, apartments and small commercial buildings. Additionally, the company provides small construction and handyman services to outside retail customers.

EPM is currently seeking an Administrative Assistant for its rapidly growing property management and construction business. The Administrative Assistant is expected to provide support in a wide variety of office and administrative activities across the organization. You will work closely with the Director of Property Management and Office Staff to prioritize between multiple tasks to be completed. This Administrative Assistane position is both a client facing and back office support position. The Administrative Assistant must have experience and be comfortable in a dynamic environment.

Responsibilities:

- Answer phones and perform general reception duties working with prospective tenants, owners, vendors and other guests.
- Participate in general trouble-shooting and problem solving to assist residents, referring concerns to the appropriate staff.
- Communicate with residents through resident portal and email systems.
- Document telephone communications
- Screen prospective residents
- Perform administrative tasks, special projects and other related activities as requested by the Director of Property Management
- Set up and maintain accurate digital files and records that may be easily accessed by all.
- Type and/or compose letters, meeting agendas, meeting minutes, memos, etc.
- Enter utility bills and invoices

- Assist Property Manager in any tasks

Qualifications:

- High school graduate or GED required.
- College preferred
- 1-2 years of experience in customer service and/or administrative assistance.
- Must possess excellent customer service and interpersonal skills with the ability to relate to others.
- Must be able to read/write English
- Must be able to communicate professionally and effectively over email, text and the telephone
- Must help set the standard and maintain EPM dress code and professional appearance.
- Ability to work in a fast-paced team environment.
- Understand and abide by Fair Housing laws.
- When applying for the job please type EPM ADMIN in all capital letters in the subject line.
- Ownership of an up to date laptop (Mac preferred) with a fast and reliable internet connection.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Team Player: Strong collaboration skills to improves company systems, processes and efficiencies.
- Be a self-starter with the ability to organize multiple tasks and manage rapidly shifting priorities and produce tangible measurable results.

Advantages for working at Envy Property Management

- Competitive pay
- Holidays
- Paid Time Off
- Consistent Work

Pay Range: \$12,000-\$15,000 per year DOE (U.S. Currency)

Location: Remote

Job Type: Full-Time

Years Of Experience: 5-10 Yrs

How to Apply: Please send an updated resume to office@envypm.com along with a 3-5 minute video sharing: 1) Who you are and what you like to do for fun, 2) What is your greatest strength and 3) Why you feel like you'd be a good fit for this role.