

**SEND RESUME AND COVER LETTER TO HRINFO@LANDSOLUTIONS.NET**

**Position:** Office Administrator  
**Reports to:** Director of Sales  
**Works With:** Sales Team and all Land Solutions staff, outside consultants, investors, and clients

**Position Statement**

This is a critical position demanding a team player who can multi-task. This position must be staffed by an individual with integrity and discipline so management can process confidential / sensitive information without fear of information being shared. Discretion is a priority. This position requires a true professional who is dedicated and loyal with great follow-through capabilities and attention to detail.

**Qualifications**

- One year of experience with telephone systems in a professional environment
- Experience in Real Estate industry a significant plus
- Ability to maintain a professional appearance and demeanor in a variety of circumstances
- Excellent personal management & organizational skills
- Superior follow-through skills
- Ability to perform well under pressure and act with a sense of urgency
- Computer skills with Microsoft Word, Excel, and Outlook software experience a significant plus
- Proficient with data input and excellent typing skills
- Ability to communicate, orally and in writing, with a wide range of clients, vendors, consultants and investors

**Job Duties**

- First line of telephone reception
- Front desk reception of all office visitors, clients and vendors
- Monitors who is coming and going through the doors of the company
- Coordinates postage inventory, posts, sends outgoing daily mail, and handles delivery of overnight packages
- Picks up and opens incoming mail and delivers to correct associate or file daily
- Maintains office supply inventory and takes supply requests for staff
- Reviews and approves all office supply invoices. Routes to COO for final approval and payment
- Coordinates ordering of kitchen supplies as needed
- Researches and compares competitive pricing for supplies, etc.
- Manages operational functions of office equipment such as fax machines, copiers, printers, and phone systems
- Monitors fax messages and directs to appropriate associate
- Storage room management
- Reports all maintenance issues to office manager and coordinates repairs in their absence
- Provides administrative support for Marketing Manager/CFO/Office Manager, as well as secondary support to team, including, but not limited to:
  - Miscellaneous copying, filing, proof reading, and typing as assigned
  - Preparation of labels, documents, marketing materials, etc for meetings, events, and mailings.
  - Assists sales staff as assigned
  - Working on ad-hoc projects as assigned
- Picks up local supplies and runs errands when necessary
- Maintains a clean environment in common areas