

Office Administrator/Coordinator

Lee & Associates | Cincinnati, a leader in Commercial Real Estate is looking for a full-time, Office Administrator/ Coordinator. The potential hire should have a minimum experience of 3-5 years in office software and administration with a professional image, good communication skills and an outgoing personality.

Roles and Responsibilities of the Office Administrator/ Coordinator:

Reception

- **Greeting Guests & Phone System:** Greet guests and notify the appropriate people of their arrival. Answer and transferring calls. Turn on and off the night greeting
- Maintain conference room schedule for the office, as well as maintaining cleanliness of the room
- **Mail:** Receive and distribute mail to appropriate personnel in the office. Prepare and send overnight packages
- **Office & Kitchen Supplies:** Maintain and order all supplies
- Make coffee at 8am and keep the pot filled throughout the day
- **Printers:** Track and order toners and places service calls when needed. Keep printers stocked with appropriate paper

Marketing Coordinator

- Collaborate and maintain listings
- Coordinating the Monthly Listing Report of all current listings
- Additional tasks assigned by Marketing Director

Administrator

- Provide assistance to employees in the following areas: creating tabs for folders or presentation dividers, putting together presentation binders, entering and maintaining contact information, coordinating catered lunches, printing/proofing/redlining word documents, creating mail merge files, printing envelopes, research and data entry, office systems support and assistance with any special projects.

Preferred skills and software experience:

- The Microsoft office suite (Word, Excel, Outlook and Sharepoint)
- Adobe Creative Cloud (Illustrator, InDesign and Photoshop)

Hours: 8am to 5pm, with an hour for lunch

Benefits: 15 days payed time off, medical, dental, vision insurance and matching 401K

Lee and Associates | Cincinnati offers a wealth of advancement opportunities, in addition to educational resources. We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.