



JOB OPPORTUNITY

Administrative Assistant

Dallas, TX

COMPANY

LYNOUS has been retained on an exclusive basis by our industrial real estate investment Client. They have a strong knowledge base in institutional investing, leasing and real estate operations. The portfolio of industrial properties are located in Texas and Oklahoma with a targeted growth plan to expand into other sunbelt states. The position provides administrative support in the acquisition, disposition and operation oversight of the industrial properties.

Our Client's Turtle Creek small upscale office offers a friendly, flexible and tranquil environment. Core values of the company include trust, integrity, family and collaboration. This position is the center point of the office representing the company to client's, visitors and vendor partners. If you are looking for a position where you are included in the day-to-day business that offers work life balance in a quality culture this opportunity is for you.

POSITION

The Administrative Assistant is responsible for providing daily administrative support to a team of three for all aspects of the company's day-to-day operations which includes acquisitions and dispositions, financing, leasing, property and asset management, and office management. Personal assistance will be required to make reservations, appointments and arrange for travel. This position works very closely with the company's leaders and frequently will attend meets to stay abreast of happenings and initiatives with the properties. The onboarding process will include a tour of the portfolio of properties.

The ideal candidate will thrive in a small quiet office environment where they can work independently, drive organization, ensure the office is running efficiently and serve as the central point of contact to provide customer service. Excellent oral and written communications skills is a must. An individual who has worked in an administrative assistant position for a commercial real estate company, a property administrator, real estate paralegal, or transaction coordinator would be ideal for this opportunity. The position requires experience in commercial real estate with some familiarity with leases, purchase sale agreements, financing loan documents, and/or letters of intent. This individual needs to be professional, confident, detailed oriented, accurate in their work and have good computer skills in Outlook, Word, Excel and PowerPoint.

RESPONSIBILITIES

- Provide administrative support and office management
- Prepare letters, contracts, reports, proposals, presentations, spreadsheets, and/or other documents as instructed
- Proofread and edit all documents prior to finalizing

- Help create operating efficiencies by developing standardize document templates, filing system, leveraging technologies and create workflows to benefit the team
- Help manage calendars, email, and respond to phone requests
- Coordinates onsite/offsite meetings and conference calls
- Develop and maintain complete acquisition, disposition and tenant lease files
- Coordinate and track third party due diligence reports, plus acquisition and disposition documentation
- Conduct research to support property acquisitions, company needs, market information, procurement of vendors/contractors, and third-party reports
- Manage all incoming and outgoing mail.
- Prepare and follow up to ensure delivery of any FedEx, UPS, or standard mail
- Serve as a liaison between company: investors, tenants, clients, lenders and vendors
- Ensure all company equipment, technology and phones are working properly
- Perform miscellaneous filing, organizing, copying, . - including all digital files and folders; and also updates and maintains all contact lists
- Maintain adequate levels of office supplies, such as stamps, water, coffee, paper, ink, pens, etc.
- Responsible for aspects of marketing: update and maintain website, collateral pieces, etc.

QUALIFICATIONS

- Minimum of three years of commercial real estate experience as an Administrative/Executive Assistant, Transaction Coordinator, Property Administrator or Real Estate Legal Administrator/Assistant, etc.
- College degree is a plus
- Proven computer skills, proficient in Microsoft Office Suite: Outlook, Word, Excel and Power Point
- Ability to maintain confidentiality with sensitive and private information while exercising impeccable discretion
- Ability to adapt, be flexible during times of acquisitions and dispositions
- Ability to complete tasks in a timely manner
- Exceptional organization with good time management skills
- A self-starter with the ability to work without supervision
- Critical thinking, the ability to solve problems and offer solutions
- Ability to learn quickly with an energetic and optimistic attitude
- Ability to perform basic math: addition, subtraction, multiplication and division
- Excellent listening, verbal and written communication skills

COMPENSATION

The compensation includes a competitive base salary, bonus, paid time off, free parking, exercise room/showers, close proximity to the Katy Trail, and more.

RESUME SUBMISSION

For consideration, please submit a resume in Microsoft Word format to Julie@LYNOUS.com. Please include your base salary and bonus history (listed separately). Please feel free to contact Julie Lynch at LYNOUS Talent Management 972.786.3235 any day of the week from 8:30 a.m. to 8 p.m.