

FIRST INTERSTATE

P R O P E R T I E S , L T D .



First Interstate Properties is currently hiring for an **Administrative Assistant**. This is a full-time position. Individual must have a college degree and 2+ years of assisting experience. The Administrative Assistant provides daily backup for reception duties including answering phones and greeting guests.

Additional qualifications include a professional demeanor, excellent phone and computer skills (including Microsoft Word, Excel, and Outlook), ability to multi-task and work for several staff members within a department, and possess outstanding written and verbal communication skills. Candidates must be able to produce accurate and timely work within a fast-paced work environment. Experience with Quickbooks accounting software is a plus.

Please respond with cover letter, resume, and salary requirements to info@first-interstate.com or mail to:

First Interstate Properties, Ltd.
Attn: Human Resources
25333 Cedar Road, Suite 300
Lyndhurst, OH 44124

Full job description – Administrative Assistant

As of March 21, 2019

Reports to: Executive Assistant & HR

Human Resources Department

- Support and facilitate the work and activities for the Executive Assistant & HR manager including, but not limited to:
 - Checking voicemails
 - Opening & sorting mail
 - Coordinate meetings and appointments and arrange for travel when necessary; reserve conference rooms upon request
 - Creating correspondence and spreadsheets
 - Organizing and maintaining files and office
 - Prepare and ship documents through courier delivery or overnight delivery
 - Send mail using the postage meter including certified, return receipt mail
 - Coordinating special activities and meetings as required, including ordering food and supplies for meetings and working with vendors as necessary
 - Run errands as needed

HR

- Perform administrative duties associated with the hiring and termination/resignation of employees
- Provide instruction on office equipment and procedures to new employees
- Assist with 90-day and annual staff reviews and updating job descriptions
- Maintain spreadsheet of vacation and sick/personal days for all employees and distribute semi-annual balance reports to staff members
- Maintain PTO Binders
- Track employee anniversaries and birthdays and provide gifts as directed

Plans Administration

- Assist with the annual renewals of the medical, dental, vision, disability, and life insurance plans; update plans administration files annually
- Assist with sending out COBRA notifications and maintain spreadsheet of COBRA payments and notice dates
- Create invoices for the 401(k) program's wire transfers and file the backup

Misc.

- Preparing for quarterly staff meetings
- Assist with the annual ICSC convention; orders, travel arrangements, deadlines, etc.
- Perform updates to Outlook contacts and rolodexes

Front Desk

- Provide desk/phone coverage during the Office Assistant's daily lunch break from 12:00-1:00pm
- Cover front desk when Office Assistant makes grocery runs
- Provide other backup assistance with Front Desk coverage as needed

Emergency Pager

- Respond to emergency messages and take steps to correct the emergency situation for 1-2 two week periods per year

Accounting

- Create outgoing invoices from Quickbooks as needed
- Generate spreadsheets as needed or asked
- Generate QuickBooks reports for accounts as needed

File/Storage Room

- Keep the master storage list updated at all times
- Label any boxes to be stored
- Periodically check the organization status of the Storage Room
- Coordinate the yearly storage room file purges

General Administrative Duties (Across All Departments)

- Create and maintain files and folders, both hard copy and on the computer network, in accordance with company procedures.
- Create/modify/delete files and folders on the computer network by request.
- Prepare and ship documents through postal service, courier delivery, and/or overnight delivery. Use postage meter to send mail including certified, return receipt mail.
- Circulate correspondence through hard copies and e-mail across multiple departments.
- Assist with special projects as needed (i.e. File Room Inventory, Plans Room Inventory, moving employee office/equipment/files, etc.).
- Create and distribute budget binders annually
- Maintain the Operations & Development Rolodexes
- Track various expenses as requested
- Coordinate meetings and appointments and arrange for travel when necessary; reserve conference rooms upon request
- Create binders, tabs, and bound booklets as needed, such as ICSC binders, books for development projects and etc.,
- Provide administrative support to the President of the company as needed, including:
 - Updating his contacts/rolodex;
 - Organizing his mail;
 - Update any binders as necessary;
 - Filing and maintaining the President's File Room spreadsheet;
 - Other misc. administrative tasks as assigned.

Essential Skills:

Excellent verbal skills and experience answering phones

Excellent written skills – grammar, spelling

Proficient user of Microsoft Office (Outlook, Word, Excel) and Internet

Experience with standard office equipment – copiers, printers, scanners

Typing experience – preferably 60+ wpm

Ability to work across multiple departments and prioritize to meet multiple demands

Ability to prioritize workload to meet departmental needs while shifting between duties

2+ years assisting experience

Non-Essential Skills:

Experience with postage meter

Generating FedEx delivery labels

Ordering supplies

Knowledge of Quickbooks accounting software