



DIAMOND AND ASSOCIATES

Job Description

POSITION TITLE: Office Administrator

REPORTS TO: Roy Diamond, Chris Paul

SUPERVISOR TITLE: Principal(s)

SUPERVISES: N/A

LOCATION: 18 West Evergreen Avenue, 1st Floor, Philadelphia, PA 19118

TYPE OF POSITION: Part-time/Full-time

STATUS: Non-Exempt

HOURS: To be determined

SALARY: Negotiable

JOB SUMMARY

Diamond and Associates, Inc. is a real estate development consulting firm providing consulting services to developers of (primarily) affordable housing involving applications for financing and multiple deadlines associated with financing sources on an annual basis.

The day-to-day role of the Office Administrator includes providing administrative support to company personnel. Work includes bill processing, data management, coordination of marketing efforts, scheduling staff for conferences and supporting staff with travel arrangements, assistance with application material printing/shipping/reviewing, implementing processes and policies and assisting in the development/revision of same.

Office Administrator must have reliable transportation.

SPECIFIC RESPONSIBILITIES

Office Administration

- Responsible for purchasing and maintaining stocks of office supplies, equipment and furniture
- Overseeing the maintenance of office facilities and equipment
- Manage outside IT vendor and company needs, general IT duties
- Responsible for coordinating all staff meetings and company events
- Develop and keep current, company operations and procedures, filing systems, style of correspondence,
- Welcome visitors (in person or via phone or e-mail), directing them to relevant office/personnel

*Real Estate Development Advisors in
Affordable Housing, Community Revitalization*

18 West Evergreen Avenue ♦ 1st Floor ♦ Philadelphia, PA 19118
Phone 215 732-3600 ♦ Fax 215 732-7292 ♦ www.diamondandassociates.com

- Carry out clerical duties such as answering phone calls, responding to emails, preparing documents including office correspondence, memos, resumes, and presentations
- Drafts engagement letters with prospective clients with oversight by company Principals
- Performs other administrative duties to support company personnel as needed
- Maintaining general office files
- Coordinating and scheduling conference calls and meetings in support of company personnel
- Other responsibilities as assigned

Marketing

- Supports Principals in general marketing including working with outside vendors to maintain and keep current the company's website and marketing materials
- Ensures all vendors, clients, and prospective clients are tracked appropriately in company database
- Coordinates all aspects of staff travel and enrollment in industry events including conferences

WORK EXPERIENCE & SKILL REQUIREMENTS

- A minimum of 1 year of related administrative support is required
- Excellent organizational skills
- Collaborative, team-oriented
- Strong verbal and written communication skills
- Excellent time management skills required; must be able to successfully manage multiple projects simultaneously
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- High School diploma or equivalent required, Associates degree in office administration or related field preferred

PHYSICAL REQUIREMENTS

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times