

Office Assistant

Summary

The Office Assistant oversees the general administrative function of the corporate office. This position has both routine and non-routine duties, including greeting visitors, answering phones, and serving as a point of contact for day-to-day issues affecting the office. A highly professional tone, appearance, and manner is both expected and required, including appropriate communication in person and while on the phone. Duties vary in scope, requiring significant judgment and experience to successfully accomplish tasks with limited direct supervision.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Conduct all front desk duties, including answering the phone and assisting visitors
- Facilitate the upkeep of office equipment, including cleaning, maintenance, and repairs
- Maintain office supplies and food and beverage to predetermined inventory levels
- Manage all incoming and outgoing U.S. mail and express package services
- Scan documents and distribute them appropriately
- Oversee the scheduling of the conference rooms; order food and refreshments as needed
- Maintain conference room schedules and administer policies related to scheduling meetings, including inviting, sharing, rescheduling, and canceling
- Physically inspect the office daily and communicate material issues to property management personnel
- Track the status of work orders and approve vendor invoices
- Maintain files and records
- Provide clerical support as needed
- Perform other duties as assigned

Performance Objectives (objectives include but are not limited to the following)

- The 7 Core Values established by Crawford Hoying to maintain its desired culture
- Customer service and personal interactions
- Punctuality and reliability
- Communication response time and professionalism
- Willingness to take on projects and learn a variety of concepts, practices, and procedures

Preferred Knowledge, Skills, Education, and Experience

- Exceptional customer service skills and an ability to develop a rapport with people
- Project management skills, including planning, organizing, and coordinating tasks
- Ability to respond to inquiries quickly and professionally
- Excellent written and verbal communication skills
- Strong analytical, organizational, problem-solving, and multitasking skills
- Proficiency with Microsoft Office products
- Associate's or bachelor's degree
- Valid driver's license

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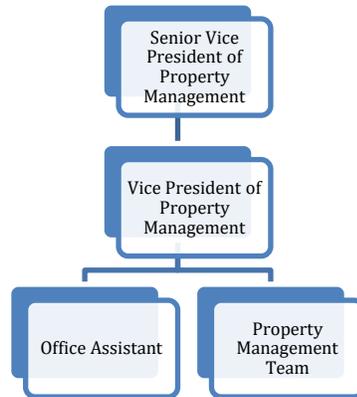
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Work Environment

The Office Assistant works at the corporate office and interfaces with external and internal customers, tenants, and vendors throughout the day. The hours for this position are 8:00 am to 5:00 pm, Monday through Friday. As this individual is the first point of contact for visitors, punctuality is essential. This position is fully onsite with no opportunity for remote work. The Office Assistant should be flexible and readily available depending on the needs of the company.

Reporting Structure

The Office Assistant reports to the Vice President of Property Management.

**Physical Requirements**

The Office Assistant's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position. This position frequently requires standing, walking, sitting, reaching with hands and arms, and lifting up to twenty-five pounds. The Office Assistant must be able to drive occasionally during the course of work.