

ADMINISTRATIVE SPECIALIST

General Description

Responsible for providing administrative and office support to the brokerage services department and specialized teams. The majority of duties are administrative in nature with minimal focus on marketing/business development support.

Responsibilities

- Provide administrative and office support to the brokerage, marketing and operations teams
- Prepare draft correspondence and other materials via Microsoft Office Suite with a particular awareness of “crunch” periods; proofing work to ensure 100% error-free work
- Track and update all property listings within online databases – GSA-CW website, CoStar, Loopnet, Craigslist, etc., as well as, *Pittsburgh Business Times*’ Commercial Real Estate Guide semi-annually
- Collaborate with Marketing Director on the coordination of appropriate marketing materials, e.g. property fliers, signage and electronic marketing blasts
- Create and distribute broker email blasts for each property listing per broker’s requested schedule with oversight from Marketing Director
- Develop and maintain prospect marketing distribution lists, e.g. medical office users, industrial developers, etc.
- Prepare and maintain broker contact lists for each commercial real estate company within the Greater Pittsburgh region; update monthly
- Communicate and coordinate with team members regarding upcoming meetings, deadlines and administrative procedures to include minimal event planning and conference room scheduling
- Coordinate and assist with collecting, aggregating, and preparing data, typically within Excel spreadsheet format
- Answer and screen incoming telephone calls
- Sort, prepare, and deliver incoming/outgoing mail
- Perform special projects as required

Requirements

- Minimum of 2+ years of prior experience in an office setting, preferably real estate
- Proficiency with Microsoft Office Suite
- Excellent phone, interpersonal and organization skills
- Ability to set priorities, meet deadlines, and multi-task
- Excellent verbal and written communication skills
- Proven record of providing excellent customer service, both internal and external
- Excellent attendance and punctuality
- Professional appearance and decorum at all times

Physical Requirements

- Involves work of a general office nature; typically includes extended periods of sitting and/or operation of a computer for up to 8 hours a day
- May involve periods of standing, such as when operating a copier/fax/scanner
- Regularly required to talk, hear, and use hands and fingers to write and type
- Ability to speak clearly so others can understand you
- Ability to read and understand information and ideas presented orally and in writing
- Ability to communicate information and ideas in writing and orally so others will understand
- Regularly required to utilize vision abilities, allowing reading of printed material, graphics, and computer displays

The qualified candidate will be detail oriented, able to handle multiple projects simultaneously, extremely professional, and customer service oriented.

Grant Street Associates, Inc. is an equal opportunity employer headquartered in Downtown Pittsburgh, Pennsylvania. The company offers a competitive compensation package, including: group medical insurance, 401K retirement plan, paid vacation and company holidays.