

BROKER SUPPORT / EXECUTIVE ADMINISTRATIVE SPECIALIST

Company: Cushman & Wakefield | Grant Street Associates, Inc.

Location: Pittsburgh, PA

Status: Full Time

GENERAL DESCRIPTION

Cushman & Wakefield | Grant Street Associates, Inc. is currently recruiting for a Broker Support Specialist in our Pittsburgh, PA office. The position provides administrative and analytical support including preparation and distribution of documents, collecting market and property information for analysis, and tracking projects/transactions. The Specialist will support a team of brokerage professionals and receives day-to-day supervision from the Director of Research and Business Development. The Specialist is expected to demonstrate strong competencies in functional areas of office duties.

RESPONSIBILITIES

- Prepare draft correspondence and other materials using various software & office applications, as requested, with minimal direction from broker/manager
- Generate, coordinate and maintain confidential reports, correspondence, presentations and other materials supporting the team activities with regular direction
- Communicate and coordinate with team members regarding upcoming meetings, deadlines, and administrative procedures
- Coordinate document production with special notice of "crunch" periods; anticipate needs where possible to avoid surprises; document proofing with goal of 100% error free work
- Assist in preparing business expense reports and tracks status with regular direction
- Maintain filing system and/or files (Separate of CRM)
- Develop comprehensive understanding and full proficiency of the company CRM and provide support and assistance to brokers regarding
- Perform additional assigned clerical and administrative projects as requested by manager(s)
- When necessary, answer and screen incoming telephone calls
- Take initiative to go "above and beyond" for our clients and our TEAM.

EXPERIENCE REQUIREMENTS

Bachelor's and or Associate's Degree preferred

Minimum of 2 years' administrative support experience

Proficiency in using Microsoft Office Suite – Word, Excel, PowerPoint and Outlook

Professional manner in working with clients, brokers and administrative staff

Excellent phone, interpersonal and organizational skill

Very Strong verbal and written communication skills

Proven record of providing excellent customer service

Accountable, responsible, detail-oriented and punctual

Must be able to thrive in a fast-paced environment

Commercial Real Estate experience a plus