

Position Description

Job Title: Office/Project Administrator

Job Summary: The position will perform administrative and project clerical functions in order to drive company success by facilitating the day-to-day operations of the business and provide a wide variety of high-level coordination and support. This position involves working well with all staff as well as outside clients and partners. The role requires strong organizational skills, communication and relationship building skills, and advanced level computer skills. We are looking for someone that is outgoing, energetic, self-driven and professional.

The role is a full-time position offering a flexible remote work schedule with the expectations of being in office at least 2 – 3 days a week.

Duties and Responsibilities:

- Maintain office efficiency by planning and implementing office systems.
- Managing and organizing office activity.
- Keep the team updated on general information.
- Support staff with correspondence, data processing and project related tasks.
- Oversee administrative budget and prepare expense reports.
- Work closely with development and advisory teams; assist those teams, and work on projects and initiatives to support those teams, and others as business needs dictates.
- Ability to support teams to meet project deadlines, prioritize assignments, provide recommendations and effectively communicate updates.
- Proofreading documents for accuracy, and ensure they are properly filed, organized and in the final presentation stage.
- Create and maintain computer data and working files.
- Handle sensitive and confidential information.
- Manage corporate compliance documents such as business licenses, insurances, LLC registrations, etc.
- Manage calendars and assist in scheduling meetings (including making arrangements for related meals or refreshments when required).
- Manage travel reservations and schedule.
- Maintain contact information in Outlook
 - enter business cards or other contact information
 - keep contacts up to date
 - Keep contacts current in Mailchimp e-Newsletter database
- Print, bind and distribute documents as required.
- Order office supplies for the company.
- Assist in the creation of marketing collateral, website updates, proposals, presentations, etc.

Knowledge, Skills and Abilities (Minimum Requirements):

- Team Player Attitude - strive for excellence, demonstrate flexibility and reliability.
- To perform this job successfully, the person must work well with others and interact positively with clients. You must possess excellent communication skills; must be detail-oriented and well organized; and must have the ability to manage time and multiple projects efficiently and achieve the required results.
- Strong customer service skills and strong organizational skills are required.
- Strong Microsoft Office skills including Outlook, Excel, Word, and PowerPoint.
- Smartsheet software knowledge is a plus.
- Exceptional command and control of details.

- Ability to think in innovative ways to find solutions to problems.
- Must be able to work in a fast-paced, collaborative environment.
- Must be a self-starter and able to work well with minimal supervision.
- Interpersonal communication (written and verbal) and leadership skills.
- Minimum of 3 years of work experience in administrative/office manager, with an emphasis on operational efficiencies.
- Experience in real estate development, architecture or construction (or other project-based environments) is a plus.

Personal Attributes:

- Integrity - Demonstrated sound business ethics; consistently comply with organizational values; protect confidential information.
- Communication – Demonstrated ability to clearly express ideas; present verbal information in a straightforward manner; ask questions in order to open channels of communication; listen to understand perspective of others.
- Adaptability – Demonstrated ability to adapt to changes in situation, direction, or people; adjust to needs of others without losing self-esteem.
- Problem Resolution – Demonstrated ability to use systematic techniques to define problems, options, and solutions; evaluate alternative solutions; solve technical or complex problems using logic.
- Organization – Demonstrated ability to maintain well organized records and files for managed projects
- Reliable -Consistently good in quality or performance; able to be trusted.
- Project Analysis – Demonstrated ability to break down problems and information in order to systematically identify the cause of problems or make recommendations; gather information from multiple sources; analyze complex information; organize information for analysis.
- Responsiveness – Demonstrated ability and willingness to take action to meet the needs of others; respond to, and solve problems with an acute sense of urgency; willing to accept a variety of tasks associated with this position and be flexible.

About DaVinci Development Collaborative, LLC

DaVinci is a boutique Real Estate Development and Advisory firm located in Atlanta, Georgia. DaVinci was founded in 2014 with the underlying thesis to take real estate development to a more thoughtful and disciplined platform. Today, DaVinci has grown to a strong team that represents clients with a range of expert services including development advisory and management, community engagement, as well as cultural management services.

The firm functions as an owner's representative, providing oversight for the lifespan of development projects lending a strategic developer's perspective. Its Principals have successfully developed nearly \$2Billion (more than \$1Billion in Metro Atlanta) of highly visible and sophisticated commercial real estate development projects throughout the United States. DaVinci proudly serves owners in ways that extend far beyond real estate development. DaVinci realizes the vision of each client project by consistently delivering on the details.