



## **Operations Administrator**

Imperial Realty Company is a family-owned commercial real estate company headquartered on the Northside of Chicago. Our portfolio consists of office buildings, shopping centers, industrial buildings and self-storage facilities. Due to our growing needs, we are seeking an Operations Administrator to assist the President of the company with property management operational matters.

The ideal candidate will be a professional, energetic and dedicated individual with a passion and commitment to work in the real estate field. Our candidate must possess superior oral, written and interpersonal communication skills with great attention to detail; must be able to handle multiple projects, meet deadlines and work extended hours when needed to accomplish goals. We offer competitive compensation and benefits, including medical and dental insurance and, 401(k) plan.

Responsibilities include but are not limited to the following:

- Performs high-level administrative work, including frequent complex and confidential clerical work organizing, coordinating, researching, compiling, exchanging and analyzing information
- Conserves Executive's time by reading, researching, and routing correspondence; drafting letters, memos, emails, and documents; collecting and analyzing information and developing spreadsheet tracking reports
- Schedules meetings/conference calls and appointments, makes travel arrangements, as needed for Executive
- Follow up with managers, other employees, tenants, and vendors mainly to assist with information exchange, problems and requests inquiries
- Protects operations by keeping information confidential
- Maintains Executive and department files
- Welcome guests by greeting them, in person or on the telephone; answering or directing
- Completes projects as assigned by Executive, delegate as needed and follow up on results
- Trouble-shooting and problem solving as needed
- Document potential disputes in writing; demonstrate excellent correspondence skills
- Be familiar with IRC properties
- Attend management walk-throughs of IRC properties(+/- 7:45 am starts), including one night walk thru per month
- Transcribe walk through notes if required
- Report to Executive daily any incomplete deeds and return Executive phone calls
- Act upon both high and low level errands for Executive
- Assist Executive with Board:Committee activities
- Attend various staff meetings as directed
- File and retrieve corporate documents, records, and reports

Required Qualifications:

- A four-year undergraduate degree from an accredited university or college
- 5 years' administrative experience supporting senior level executive(s)
- Demonstrated fluency on Microsoft Word, Outlook, Excel and Power Point
- Demonstrated ability to work in an organized manner and manage time efficiently and effectively
- Prior experience working in Real Estate preferred
- Problem solving and on-the-spot troubleshooting expertise

- Poise and professional presence

If you are interested in a challenging work environment and the opportunity for long-term career growth, please send resume to: **[jobs@imperialrealtyco.com](mailto:jobs@imperialrealtyco.com) or contact us at 773-736- 6420**