



Part-time Admin / Client Relations Specialist

Company Name [Elm Place Partners](#)

Company Location Greater Chicago Area

Are you searching for an exciting opportunity to support the CEO in a start-up business already gaining incredible traction? Elm Place Partners' customized real estate performance solution was specifically developed for investors to make data-driven decisions on their portfolio of investments. We are searching for an individual who understands the importance of supporting the CEO in all facets of the business- from Administrative to Client Relations- allowing him to focus on the expansion and future of the company.

Responsibilities

- Facilitate with client onboarding process.
- Aggregate all client investment data.
- Manage data validation process.
- Extract critical data from key investment documents.
- Manage client investment portal.
- Assemble reports for client distribution.
- Execution of client and firm tasks, such as preparation of reports, gathering and organizing client data, and general support of portfolio and investment strategies.
- Receive and screen telephone calls, answer inquiries, and disseminate messages in a timely and appropriate manner.

Requirements

- Highly organized with excellent attention to detail.
- Ability and willingness to manage multiple projects with time sensitivity.
- Strong communication skills, both verbal and written, specifically the ability to portray a professional image with phone calls, emails, and other correspondence.
- Confident and proactive.
- Robust analytical skills, both in identifying problems and evaluating solutions.
- Highly proficient with Microsoft Excel, Outlook and Adobe.
- Previous professional office experience preferred.

- Bachelor's degree preferred.

This role is remote; however, candidate must be local (around or near Chicago) for the health of the business. Hours can be somewhat flexible based on candidate's schedule.