



CAMBRIDGE PROPERTIES, INC.

POSITION DESCRIPTION SUMMARY

POSITION:

Administrative Assistant/Office Support

The Company operates as a full-service real estate development company active with retail and land developments, leasing brokerage and property management. This position includes responsibilities for supporting and helping to manage various real estate functions and activities of the office related to development, marketing and document management.

This position is required to work in person at the Company's main office in Charlotte, North Carolina.

PRIMARY RESPONSIBILITIES

1) Administrative and Office Support

- Word processing/ document preparation
- Daily mail sorting/distribution
- Handle outbound mail, FedEx courier
- Property ownership research
- Demographic research
- Maintain office supplies
- Schedule and meeting coordination
- Answer phones and transfer calls
- Receive and greet visitors with a positive and helpful demeanor
- Notarize legal documents/ recordation
- IT support/ submit tickets
- Travel coordination
- Set up and break down convention presentation materials

2) Document Management

- Manage document/file management (electronic and hard copy) system, development and transaction related documents
- Document filing (electronic and hard documents)

- Delivery/ pick up of plans with municipalities and vendors
- Contract and lease critical date management

REQUISITE SKILLS AND ABILITIES

Technical Skills

1. Proficient in Microsoft Office Applications. (Word, Excel, Power Point).
2. Familiarity with office equipment, functions.
3. Electronic document management methodology.
4. North Carolina notary certificate (or willing to obtain certificate)
5. Prefer experience in WordPress

Marketing

1. Familiarity with GoogleEarth, demographic GIS applications.
2. Knowledge of digital marketing, including email campaigns and website maintenance.

Interpersonal

1. Maintain all development, financial and personnel information in strict confidence.
2. Work in a positive, effective manner with Company personnel.
3. Team player with ability to work independently.
4. Communicate any work/personal issues professionally and appropriately.
5. Demonstrate honesty and integrity in all business activities.
6. Represent the Company professionally when interacting with others.

General Experience

1. Prefer experience with real estate and office administration
2. Prefer experience drafting and reviewing legal documents
3. Strong attention to detail
4. High level of organization