



Job Description: Office Administrator
FLSA Status: Non-Exempt

InCity Properties Holdings, Inc. (www.incityinc.com; "InCity") is an expanding Puget Sound-based real estate property and asset management company managing both commercial and residential properties. Our portfolio of properties includes commercial and residential buildings of varying vintage, size and complexities. We are responsible for the day-to-day operations and the preservation & enhancement of our clients' properties. Our mission is to maximize the return on investment for the owners while always being fair and objective to the tenants - the satisfaction of both the tenants and owners is key to our mission. As InCity continues to grow, the guiding principles of accountable service remain the core component of our philosophy.

The Office Administrator position is currently responsible for two roles: To lead the day-to-day general office tasks and to assist the company in various special projects. The ideal candidate must be extremely organized, has excellent customer service skills, is detailed oriented, and is able to jump between various tasks while maintaining accuracy. As this role has many duties, being able to prioritize is critical as well. This role will communicate frequently with outside parties of our company, and therefore must be professional, courteous, and always convey InCity's values.

General Duties and Responsibilities

- Greet all visitors in the office, and answer phone calls promptly with professionalism and courtesy
- Open, sort and scan mail received; ensure the accuracy that the mail properly corresponds to the entities and/or buildings
- Provide general support to all team members as needed
- Perform office administrative tasks; answer phone calls and forward messages accordingly, maintain organization and cleanliness, file paperwork, order office supplies as needed, etc.
- Assist in managing the general office needs for the building of InCity's headquarters, Madrona Plaza
- Assist and/or lead special projects as assigned – sample projects include marketing analysis such as reporting on comparative multi-family rental rates, assisting in advertisements of vacant units, aggregating data for various purposes, etc.

Basic Required Qualifications

This position will have the following experience and attributes:

- A minimum of a High School or equivalent education
- Proficient in Microsoft Office 365 (word, excel)
- Excellent written and oral communication skills
- Demonstrated leadership potential, team management, and interpersonal skills
- Excellent analytical and organization skills
- Expert in multi-tasking and triaging prioritization
- Ability to maintain performance at a high level during stressful situations

Preferred Experience:

- Experience in commercial or residential property management
- Experience in AppFolio property management software

Compensation: DOE

Interested Candidates: Interested individuals should send a resume and compensation expectations to resume@incityinc.com