

Office Coordinator

The Baxter is seeking an Office Coordinator to undertake a variety of day-to-day office and administrative tasks. Baxter Main is a small locally owned company that manages a variety of residential and commercial units within The Baxter. We are looking for someone who aligns with the company's vision and can assist with the development and maintenance of programs aimed at enhancing tenant experiences and strengthening community relationships.

To be a good fit with The Baxter team you must be proactive in tackling challenges, willing to help wherever needed and have strong problem solving skills. You will be an integral part in ensuring that our office operations run smoothly and all business activities are successful.

Essential Duties and Responsibilities:

- Ensure smooth and efficient office operations; purchase and store supplies, collect and sort mail, and maintain an effective electronic and hard copy filing system.
- Perform general administrative duties; make copies, scan documents, answer phones, redirect calls, run errands and perform light cleaning.
- Prepare professional correspondence letters, operating documents, tenant communications, reports, spreadsheets and presentations.
- Maintain on-going communication, manage company calendar and ensure all team members and tenants are informed of updates and/or changes.
- Conduct unit walkthroughs and manage maintenance and equipment issues. Coordinate internal resources and vendors for the flawless execution of repairs and projects.
- Maintain tenant database; take unit photos, create accurate descriptions, update the website, manage online listings, and set appointments.
- Perform other general administrative and company support tasks as needed.

Successful candidates should possess:

- 1 year of relevant experience with proven success
- Excellent communication and interpersonal skills
- Confidence in dealing with people and the ability to carry out duties with accuracy and speed
- Strong organizational skills and be detail -oriented
- Ability to work with and maintain confidential and sensitive information
- Bonus: experience in either the property management or hospitality industry

Compensation:

- 20 to 25 hours a week - Flexible schedule during business hours of 8am and 5pm
- \$15/hour, paid parking, paid time off, and IRA with company match