



Job Title: Administrative Front Desk

Job Location: CityPlat HQ in Raleigh, NC

Job Classification: Full-time

Scheduling: Monday - Friday 8am-5pm

Company Description: We are CityPlat. We're a professional services firm specializing in commercial real estate brokerage, development, and acquisition. We help real estate owners, occupiers, developers and investors achieve their business ambitions. Our primary focus market is Raleigh-Durham including RTP, Chapel Hill, and additional parts of Eastern North Carolina.

Core Values: An ambitious team, our portfolio provides a unique opportunity for you to work with the region's leading business partners. Establishing long-lasting professional connections and providing expertise in client services is key to our success. Together, we put intention into action on landmark projects and game-changing real estate initiatives. Do you have what it takes to join us?

Commitment to Growth

Passion For Real Estate

Authentic Camaraderie

Tenacious Persistence

Humble Confidence

Job Summary: Performance of a variety of administrative office support activities for the top executives in the organization assisting with overall office management.

Essential Functions:

- Welcomes and greets CityPlat office guests.
- Manages CityPlat day-to-day office organization.
- Plans for supply restocking and new orders as needed.
- Attends weekly meetings and records notes as needed.
- Answers and directs incoming calls on the office line.
- Communicates and coordinates with various vendors.
- Provides outbound UPS and FedEx shipments.
- Sorts incoming/outgoing United States Postal Services mailings.
- Assists with information research.
- Assists with monitoring leads and inquiry follow-up.
- Prepares various written documents and logs through formulation, editing, and publishing phases.
- Communicates with teammates, clients, and prospects on behalf of the Administrator(s) professionally and as necessary.
- Collaborates efficiently with virtual team members.
- Develops an understanding of the Administrator's work style and preferences; assumes responsibilities with little supervision.

Requirements:

- Previous job-related experience.
- Exceptionally strong communication skills demonstrated in both writing and conversation.
- Ability to work diligently managing tasks on location.
- Ability to prioritize multiple projects and tasks.
- Strong time management skills, ensuring all clients receive timely attention.
- Advanced understanding of G Suite.
- Proficiency in the Microsoft Office Suite including Word and Excel.
- Professional, engaging attitude with a flexible nature and a passion for problem-solving.
- Team-oriented highly proactive individual with the ability to work with diverse colleagues.
- Proficiency in the Microsoft Office Suite of applications, and the ability to learn other software programs quickly.

Key Skills:

- Associate or Bachelor's Degree.
- Experience with CRM software (PipeDrive).
- Experience with listing management (CoStar, LoopNet, Crexi, Pairlist)
- NC Real Estate license.

Advancement:

- Structured advancement opportunities based on monthly performance evaluations, annual reviews, and company tier programs.

To apply, please send a cover letter and your resume to info@cityplat.com