



CityPlat is looking for that special person who can join our team to assist operations in running and growing investments.

This boutique company seeks a high energy, self starting, mature and dedicated individual as full-time **Administrative Assistant** to the owners and Business Operations lead.

**What It Isn't:**

If you're looking for a traditional corporate environment, with silos of responsibility where you only need to manage your one area and balance corporate politics, and one month looks pretty much like the last month, with the added certainty of that paycheck.... then, this is NOT the job for you.

**What It Is:**

If instead, you're looking for a job that is never boring, never monotonous, rather challenging and abundantly rewarding...

If you seek a small, teamwork atmosphere where you get to impact virtually every aspect of a growing business...

If you're looking for that company where your professional and personal growth never end...

If you're looking for an impactful role envisioning yourself still here upward and outward 10 years from now... then, this COULD be the job for you!

**Where It Is:**

This unique opportunity is located in Raleigh, North Carolina, specifically downtown. Our primary market focus is Raleigh-Durham including RTP, Chapel Hill, and additional parts of Eastern North Carolina.

Primarily an in-office position given the exponential market trajectory. You will quickly get a deeper sense, this "administrative all-encompassing" role is critical to the Company's success.

**Core Values:**

An ambitious team, 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

**Responsibilities Include:**

- 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.

**Background & Profile:**

You don't have to have experience and skills in everything you see here and you don't even have to know the first thing about real estate.

We *are* looking for a mature individual, who has some years of real-life experience. People management experience is a big plus.

Are you a teacher-educator of many years and looking for something more?

Are you a military veteran?



Are you a (soon to be) empty nester that managed kids through school, sports, activities, illnesses, puberty and adolescence, high school... somehow surviving that and getting them into college and/or out the door?

You might be surprised, you could be perfect for this job.

**In Summary:**

As you can tell from the style of this post, this is not a traditional opportunity. It's not a traditional corporation. It is instead a small group of real people dedicated to continuous growth, both as individuals and as a company and to our community.

If you think this is YOU, we look forward to hearing from you at

[info@cityplat.com](mailto:info@cityplat.com) or call 919-650-2643

Thank you!