

ALINE

Office Manager

Position Summary

The ALINE is seeking a full-time Office Manager who will also help with the day-to-day management of a small real estate rental portfolio. This position will be responsible for maintaining the ALINE office, providing administrative support for ALINE's sales and marketing team, and assisting with scheduling and communications related to rental properties. The Office Manager will work in the ALINE office most days but may be required to attend some outside meetings or appointments. This person will be a detail-oriented self-starter who is willing to take initiative, try to find answers on his/her own, and enjoys working independently as well as part of a team.

Responsibilities

- + Schedule initial sales meeting calls, take notes on sales calls, and draft proposals to be approved and submitted to the client
- + Follow up with new business leads as directed
- + Answer phones and greet visitors in office for ALINE and real estate rentals
- + Ensure office is tidy and stocked with supplies
- + Assist with monthly invoicing
- + Monitor ALINE website chat box to interact with website visitors and respond to inquiries as needed
- + Receive and manage ALINE website support tickets and inquiries
- + Assist with content entry for client websites
- + Plan and organize team meetings and outings
- + Respond to inquiries about vacant rental properties and follow up with potential renters
- + Schedule service calls for rental properties

Experience/Skills Requirements

- + Excellent written and oral communication skills
- + Excellent customer service skills
- + Responsive and willing to take initiative (ex. promptly following up with sales leads from the website, handling service requests from rental tenants, etc.)
- + Exhibits positive attitude and strong interpersonal skills
- + Advanced skills and proficiency in common computer applications (Word, Excel, Gmail)
- + College degree preferred