

Administrative Assistant - Piedmont Office Realty Trust

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Piedmont Office Realty Trust

Washington, District of Columbia
<http://www.piedmontreit.com>

Job Summary:

The Administrative Assistant performs administrative, financial, accounting, and clerical work supporting the property managers, accountants and engineers. Administrative support includes coding invoices, preparing tenant billings, preparing vendor contracts, updating certificates of insurance, general word processing, filing, scheduling, answering phones and special projects.

Job Requirements:

- Should have proficiency in Microsoft Office (Outlook, Word, PowerPoint, Excel,) and have an aptitude for learning software applications used for accounting, budgeting, and work orders.
- Good business math, administrative and phone skills. Prior experience coding invoices for payment and preparing billings is desirable.
- Individual should possess strong prioritizing, multi-tasking and organizational skills, along with the ability to give and receive detailed information.
- 2 - 5 years experience.
- Four-year College or Associates Degree highly preferred.
- Individual should possess strong customer service orientation and have a positive and professional image.
- Familiarity with real estate terminology is helpful.
- Basic understanding and capability of preparing service, vendor and construction contracts.
- General understanding of the accounting system (accounts payable and receivable).
- Ability to abstract leases and contracts.
- Observe punctuality as to working hours and follow company policies.

Job Responsibilities:

1. Perform general office administration, financial and accounting tasks which include, but are not limited to:

- Coding invoices for payment.
- Preparing invoices to tenants for billable services.
- Prepare service contracts, vendor contracts, and construction agreements under the direction of the Property Managers.
- Track vendor insurance certificates to keep them current and properly filled out.
- Solicit bids on building repair and maintenance projects under the supervision of the Property Managers.

- Greet visitors and courteously handle incoming calls, transferring to appropriate personnel, taking accurate messages, or resolving caller's problem or request.
 - Maintain and order office supplies.
 - Open, sort, and date-stamp incoming mail.
 - Coordinate day-to-day customer communications.
 - Follow-up on tenant requests to assure satisfaction. Provide support for Property Managers by typing general correspondence, lease correspondence, proposals, and lease forms when necessary.
2. Assist with special projects related to Property Management and Customer Services which include but are not limited to:
- Obtaining vendor quotes for the annual property operating and capital budgets.
 - Performing regular building inspections for designated areas.
 - Coordinating special events, i.e., list preparations, mailings, compiling information and gathering costs.
 - Assist the Property Managers with the tenant move-out and move-in process.
 - Assist the Property Managers with coordination of tenant appreciation events.
3. Update and maintain various work documents and files, which include:
- Lease, general, contract and other building related files and documents.
 - Certificates of insurance for tenants and vendors.
 - Maintain vendor lists, service contract lists and tenant contact lists.
4. Assist property team with operational issues and reporting, and perform other functions as directed by the Regional Manager or Property Manager.
5. Maintain, organize and create up-to-date electronic and hard files.
6. Report customer related issues to appropriate Property Management staff as necessary.

Piedmont Office Realty Trust offers a competitive salary, bonus and comprehensive benefits program, as well as the opportunity to grow with an organization that values excellence.

Equal Opportunity Employer M/F/D/V