



ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Location: Charlotte, NC

Industries: Real Estate Brokerage/Development

Job Type: Full Time Employee

Education Level: Associate Degree or Bachelor Degree (preferred)

ABOUT THE COMPANY

Sports Med Properties, LLC is a full-service commercial real estate company, adding value and creating opportunities for our clients via our brokerage, project management, development, asset management, and property management services. Our full-service approach, breadth of professional experience, and market knowledge set us apart from other real estate service providers. We serve a broad array of clients, including private companies, public institutions, and public/private partnerships, including general and medical office buildings, ambulatory surgery centers, specialty hospitals, mixed use properties, and sports performance and wellness centers.

With a thorough understanding of commercial facilities, the Sports Med Properties team offers turnkey development and real estate advisory services. We provide assistance with all real estate investment needs including: location identification, market research, project management, development, expansion, program management, acquisitions, dispositions, and ongoing property management.

Our team prides ourselves on designing, developing and delivering successful projects and partnerships. We treat each project as if we were one of the owners. At Sports Med Properties, the client's business is our business.

Sports Med Properties offers a comprehensive employee benefits package and is committed to providing employees learning opportunities and personal development in a challenging and flexible work environment.

ABOUT THE JOB

Sports Med Properties is looking for a proactive and detail oriented administrative assistant. Duties include, but are not limited to: providing monthly updates to investors on all working projects, answering calls and emails from clients, creating and distributing monthly communications to tenants and partners, filing and organizing reports and papers, filing and saving all e-documents to company online server, maintaining and organizing online server, updating company website,

maintaining and monitoring social media presence, assisting with occasional marketing projects and supporting departments company-wide on assorted projects. This is not a comprehensive list of job duties, and day-to-day responsibilities will vary. Previous commercial real estate experience is a must.

REQUIRED SKILLS

- Excellent verbal and communication skills
- Excellent time management skills and ability to prioritize tasks
- Strong organizational skills with attention to detail and accuracy
- Concierge level customer service expertise
- Must be a motivated team player
- Advanced computer skills: Proficient in Microsoft Office products including Outlook, Word, Excel, and Power Point
- Knowledge of Constant Contact and DropBox is helpful
- Must be ethical, trustworthy, dependable, resourceful, and able to exercise discretion with confidential situations

Qualified candidates should send their résumé to Randy Russell at randy@sportsmedproperties.com. References are suggested.