

Position: **Administrative Assistant**
Reports To: **Office Manager**

Position Summary

Trammell Crow Residential seeks a bright administrative assistant to support senior level executives in the Mill Valley office. Candidates must have excellent time management and organizational skills, and the ability to anticipate needs with initiative and enthusiasm.

Essential Duties & Responsibilities

- Screens and responds to telephone calls and greets visitors
- Provides administrative support to the Office Manager, including scheduling appointments, meetings and travel arrangements, preparing expense reports, providing team support and performing other duties as needed
- Responsible for purchasing office supplies and maintaining office equipment
- Maintains organized records
- Prepares materials for meetings and ensures they are organized and distributed
- Provides clerical assistance, which may include typing, copying, filing, recordkeeping, and distributing mail
- Assists in coordinating various activities and events for the office

Education and/or Experience

- Associate's degree and a minimum of 1-2 years in office administration experience supporting Senior Management is strongly preferred for this position

Skills

- Excellent customer service and interpersonal skills
- Professional verbal and written communication skills
- Ability to consistently meet deadlines and produce error-free work
- Ability to maintain flexibility and creativity in a variety of situations
- Proficiency in Microsoft Outlook, Microsoft Word and Excel

Application process: Please apply by email to clesma@tcr.com with a cover letter and resume.