

Job Title: Office Manager

About Our Company

GMD Development is a private, mission-based developer/owner of affordable housing real estate based in the Pacific Northwest. Our company is committed to a proactive, solutions-oriented approach to the challenging task of creating affordable housing for families and seniors throughout our portfolio. Our properties deliver meaningful outcomes for the communities where we work that positively impacts our people's lives.

Since 2011, GMD Development has established a track record of success working with a variety of partners to create the best possible projects, including the new construction and preservation of existing housing in both rural and urban communities. We strive to not only achieve a higher level of quality product, but believe it is a responsibility to build quality design and sustainability into every project. GMD Development targets higher growth markets with the significant disparity between average workforce incomes and affordability.

Job Summary

GMD is looking for an organized individual to support our office and team. This position coordinates the day-to-day activities of the office environment, provides support to the development team, assists with the accounting functions, and performs a wide range of assistance to the company in general. Job can be full time OR can be tailored to less than 40 hours a week, depending on ideal candidate's needs.

Primary Responsibilities

- General administrative office support, (meeting scheduling, travel coordination, manage company calendar
- Proficient with MS Office (Word, Excel, Outlook and Power Point), Adobe Acrobat, Scan Snap, Adobe InDesign, Basic Website editing a plus, and other programs as needed
- Assist team in preparation for meetings, organize materials for presentation or distribution
- Expense and payment management for team members and company
- Maintenance and organization of company records including filing, scanning and labeling.
- Greets and directs guests with a high degree of professionalism and courtesy.
- Answers incoming calls, and emails and directing those calls to the proper parties.
- Mail distribution, tracking, shipping
- Manage office equipment (hardware, software, supplies, copier and phone system)
- Keep office and break room clean, organized and stocked
- Organize events such as team-building activities and project events
- Other tasks as needed

Secondary Responsibilities

- Collection and organization of real estate due diligence information
- Support in creation of grant and financing applications
- Data entry and accounting reconciliation
- Able to appropriately handle confidential and highly sensitive material.
- Coordination of third-party vendors to the company

Ideal Candidate Qualifications and Skills

- Associate's or Bachelor's degree preferred, although several years of relevant work experience may be substituted
- Excellent written and verbal communication skills
- Ability to multi-task
- Attention to detail with the ability to proof own work and the work of others
- Highly motivated, proactive and enthusiastic team player with the ability to work independently
- Proficient and experienced with MS Office (Word, Excel, Outlook and Power Point), Adobe Acrobat
- Proficiency with Adobe InDesign a plus
- Proficiency with basic website editing a plus
- Knowledge of real estate (development or transactions) a plus
- Some level of personal interest in GMD Developments core mission, as outlined above
- Job can be full time OR can be tailored to less than 40 hours a week, with a minimum of 25 hours per week, depending on ideal candidate's needs

Compensation

This is a non-exempt position with a pay range of \$30-40/hour, DOE.

Our Benefits

- Competitive salary and bonus commensurate with experience
- 100% covered medical, dental, and vision insurance
- 401(k) plan with company matching
- Paid vacation ten days per year, paid holidays (11 days)
- Company and team-building events

COVID-19 Vaccination Policy

GMD has an employee vaccination policy in effect and, if hired, any applicant must provide appropriate evidence of full vaccination prior to the agreed upon employment start date, subject to any applicable religious or medical exemptions required by applicable law.

Equal Employment Opportunity

GMD Development is an equal opportunity employer. We prohibit discrimination and harassment of any kind and afford equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Compensation DOE with competitive salary plus bonus and benefits.

Applications will be accepted until role is filled.

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