



Office Administrator Position Charlotte, NC

Overview:

Laurel Street is a mixed-income residential development company that focuses on providing high-quality housing for working families and seniors of all income levels. Laurel Street is a growing, entrepreneurial organization with a development portfolio that includes over 2,500 units valued at over \$325 million. Laurel Street seeks to hire an experienced Office Administrator to manage and execute office and administrative functions necessary for successful and efficient office operations.

Job Responsibilities:

- Organize team building programs, events and activities (e.g. monthly team meetings, offsite programs, summer family outing, March Madness party, and holiday team dinner)
- Complete office set up for new employees (e.g. equipment, technology, supplies, business cards)
- Order new employee background checks and education verifications
- Oversee employee onboarding including completion of new hire paperwork, payroll and benefit setup, company orientation, business cards and first week meeting schedule
- Promote strong employee interactions through touch points such as special acknowledgement, employee recognition of company anniversary, and holiday gifts and donations.
- Monitor and enforce company policies that promote a vital company culture, including company holidays, team calendars, vacation and time off tracking, etc.
- Manage the office and coordinate office vendors for services such as: IT, marketing, cleaning, shredding/recycling, water, and copying. Work with team members to identify new providers and review contracts as needed to ensure adequate service level and pricing
- Manage office security system maintenance and door access system.
- Coordinate tracking of PTO time by employees
- Plan/coordinate occasional meetings and events for development projects (e.g. community meetings and new community grand openings/ground breakings)
- Identify and execute special acknowledgements, holiday gifts and donations for partners and team members
- Assist in maintaining corporate entity organization chart including tracking EINs, bank account numbers and other ownership/entity information
- Receive and direct general company contacts including visitors, general phone calls/emails, etc.
- Execute general office functions, including but not limited to: order and restock office supplies; send, receive and distribute office mail and overnight packages; manage office files and organization (physical and electronic); and manage subscriptions (e.g. newspapers, journals and tv service)

Education/Experience of Ideal Candidate:

- Bachelor's degree preferred
- 5+ years of business experience as an officer manager, office administrator or senior executive assistant
- Excellent interpersonal skills and written/verbal communication skills
- Strong planning, organizational, and time management skills
- Proficiency with Microsoft Office, Adobe, and InDesign along with general technology and computer skills

Compensation and Benefits:

Competitive base salary and bonus potential are offered, commensurate with experience, along with a comprehensive benefits package.

To Apply:

Please email your resume to Laurel Street at apply@laurelstreetres.com. Thank you for your interest!