

JOB DESCRIPTION- RECEPTIONIST

Third Generation Real Estate Developer is seeking a Receptionist for their Elizabeth, NJ office. The office is currently 10 people and consists of President, CFO, 4-person finance team, Property Manager, Construction Manager, Paralegal/Administrative Assistant and SVP of Leasing/Acquisitions (Terry Armstrong) – this role reports into Terry.

Requirements:

- Strong written and verbal communication skills
- Professionalism
- Excellent organizational skills
- Punctual
- Proficiency in Microsoft Office Suite a plus

Duties are expected to include:

- Receive visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Ensure reception area and all common areas are organized and presentable
- Prepare meeting rooms
- Answer, screen, and forward incoming phone calls
- Receive deliveries; sort and distribute incoming mail
- Prepare, and occasionally drop off, overnight mail
- Order office supplies and keep inventory of stock
- Operate and oversee phone system
- Perform other clerical receptionist duties such as filing and photocopying
- Occasional arrangement of executive travel
- Manage coffee/water
- Maintain kitchen (dishes, clutter, etc.)
- Coordinate and plan broker events (1-2 annually)
- Coordinate and plan company events (1-2 annually)
- Assist with administrative functions within rest of this small office

Hours:

- Monday – Friday, 8:30am – 5:30pm, In-person

Direct inquiries to: Terry Armstrong, SVP of Leasing & Acquisitions, Elberon Development Group

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