

## Colliers Parrish International, Inc.

**Administrative Assistant**  
**FLSA: Non-Exempt**  
**Colliers Job Code: 5002**

### ***Job Summary:***

Performs a variety of administrative duties of a mostly routine and recurring nature, including typing, copying, binding packages, preparation of standard forms. Assignments typically involve typing. Relies on mostly on instructions and pre-established guidelines to perform the functions of the job though some independent judgment is involved.

### ***Duties and Responsibilities:***

- Answer a multi-line phone system.
- Check voice mail daily. Forward messages to appropriate party or take written message to appropriate party.
- Sign for all deliveries (documents and packages) delivery to appropriate party.
- Manage installation and removal of signage.
- Manage incoming faxes; delivery to appropriate party.
- Order office supplies: paper/toner (general office supplies, i.e. pens, pencils, etc.), Binding materials (Folders, covers, spines, etc.), overnight envelopes, boxes, tubes, labels.
- Prepare overnight labels in preparation of daily pick up/drop off.
- Add postage to meter machine as needed.
- Meter out-going mail and take to mailroom.
- Assist with mass mailers (stuffing, addressing & metering).
- Call for vendor to pick up for copies of floor plans/blueprints.
- Manage conference room sign-up log and tidy up rooms after each meeting.
- Performs typing, transcription and proof-reading duties on a variety of letters, forms, contracts and/or reports (Word docs/WinAIR docs – Revising/finalizing and creating PDF File).
- Performs filing, and other organizational work.
- Assists with report production; copying, binding, and sorting.
- Create and format Excel tables/spreadsheets with simple equations.
- Create marketing brochures in Publisher/InDesign
- Maintain client lists for mass mailing distributions.
- Arrange in-house meetings and conference calls.
- Assists staff and brokerage community with software questions and/or issues.
- Searches files and company library for information for use in day to day activities.
- Oversee incoming and outgoing correspondence.
- Supports other functional areas to cover absences, to equalize peak work periods, or otherwise balance the workload.
- Perform other work as required by Management.

### ***Qualifications:***

- Requires a high school diploma or GED certification and 2-6 years of related experience.
- Requires working knowledge of commonly used concepts and practices with the administrative field.
- Relies on experience and judgment to plan and accomplish duties.
- Commercial Real Estate background a plus.
- Requires computer literacy and extensive knowledge of Microsoft Office (Excel, Word, PowerPoint, Publisher, Outlook) and a typing speed of 60+ wpm.

The statements contained herein reflect the general details as necessary to describe the duties and responsibilities of this job and the level of knowledge and skill typically required, but should not be considered an all-inclusive listing of job responsibilities.