

**Position: Real Estate Admin/Coordinator**

**Reports to: Property Director**

**Supervises: Serve Staff**

**Classification: Full Time Hourly**

### **Purpose**

The Real Estate Admin/Coordinator serves the body of The Church of Eleven22 by providing administrative support to the Property Director and the Real Estate Team

### **Experience**

- 2 years experience administrative, financial or clerical support experience
- Excellent organization, time management and prioritization skills
- Ability to maintain effective individual and team relationships
- Ability to manage multiple priorities
- Have strong computer skills, proficient in Microsoft Office Suite and have the ability to learn and use new computer software

### **Key Responsibilities**

- Directly manage all administrative details of the Property Director and the Real Estate Team
- Coordinate invites and record and distribute minutes for all Real Estate meetings including Project Design Meetings, Construction Project Management Meetings and FFE Project Meetings
- Partner with Design Consultant and Property Director by processing and coding all purchase forms, receipts and invoices in Smartsheet and Project Binders, process monthly credit card statements.
- Assist in preparation of project budgets and FFE Purchase Inventories
- Maintain all insurance records for the church including insurance policies, special events and insurance certificates.
- Maintain all contracts for the church on Contract Services log and file accordingly
- Various other duties as assigned

### **Measurements of Success**

- Model the Church of Eleven22's mission, vision, and core values
- Ability to maintain strict confidentiality
- Ability to adapt to change
- Strong proactive communication skills
- Making of Disciple making disciples
- Efficiently meets deadlines and possesses an inquisitive mind
- Strong communication (verbal and written) and interpersonal skills