



Carpenter/Robbins

Commercial Real Estate, Inc.

Operation Services Coordinator

Carpenter/Robbins Commercial Real Estate, Inc., located in San Ramon, seeks an individual to provide administrative support to the firm.

We specialize in representing government entities and businesses in their real estate requirements. We currently have 13 people in the organization and our associates have 10-30 years of business experience in a variety of backgrounds including real estate, property management, government contracting and real estate development.

We offer a competitive benefits package including health benefits and 401 (k).

We are looking for an individual who has business experience, is professional, eager to learn, can effectively multi-task and enjoys a variety of tasks.

Responsibilities include, but are not limited to:

- Handle all transaction processing tasks for assigned associates as needed. Tasks include, but are not limited to order initiation processing, file management, proprietary computer system management, all reports and administrative support as needed throughout the project. Projects generally are completed within 18-36 months from date of assignment, on average.
- Preparation of maps for projects
- Run market data reports and keep research data collected compiled and updated as directed
- Assistance with marketing pieces such as presentations and brochures as needed for the company
- Handle front desk responsibilities as needed, including answering phones, accepting deliveries, ordering supplies, etc.
- Assist management with administrative support and projects as needed
- Other support which is needed throughout the day to assist the associates and employees of Carpenter/Robbins

Skills Required:

Strong Computer Skills in the following programs:

- Microsoft Office 365
- Outlook
- Word
- Excel
- PowerPoint
- Publisher
- Adobe Acrobat XI Standard
- Sage ACT! 2011 Premium, a plus



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- Strong typing skills, 50WPM
- Strong written and communication skills
- Proof reading, editing, and formatting skills

Other Required Skills:

Detail Oriented, self-motivated, independent thinker, strong interpersonal skills, and ability to work with minimum supervision

Positive team player in a small office environment

Ability to meet deadlines and balance multiple priorities

Commercial Real Estate background a plus

Please submit resume and salary requirements

Job hours: Monday thru Friday 8:30am to 5:30pm

*Background check will be required due to government work