Job Overview

Peterson Properties is seeking a full-time highly organized Administrative Assistant to join our team. This role supports daily office operations and provides exceptional customer service. The ideal candidate will be energetic, detail-oriented, and possess strong multitasking skills to thrive in a fast-paced environment. Must be available Monday through Friday 8:00am-5:00 pm.

Duties

- Perform data entry and filing
- Perform document drafting and research
- Maintain office supplies inventory
- This role requires running errands, multiple bank runs weekly, transporting various documents, and errands as needed
- Lunch/Vacation/Sick/Other coverage for the front desk that would include greeting guests or callers with professionalism and friendliness, managing multi-line phone systems with excellent phone etiquette. Dispatch incoming calls, direct inquiries, and provide prompt customer support to tenants, customers, vendors and team members.
- Assist with internal reimbursements and statement processing
- Assist Property Managers as needed
- Identify and remotely (not in person) confront property trespassers on the company's multi-property camera system
- Additional duties/special projects as needed

Experience

- Proven experience in an office environment with clerical or administrative responsibilities
- Strong computer literacy across Microsoft Office Suite (Word, Excel, Outlook)
- Familiarity with multi-line phone systems, data entry, filing systems, and proofreading processes
- Excellent organizational skills with the ability to prioritize tasks effectively in a busy setting
- Customer service experience demonstrating professionalism and patience in handling inquiries
- Bilingual (Spanish) abilities are highly valued but not required
- Previous roles such as receptionist, office assistant, or personal assistant are advantageous
- Knowledge of bookkeeping is a plus but not required

- Timeliness and reliability are essential
- Must have a reliable, insured vehicle

Compensation

Pay: $22.00 per hour

Health Care coverage available.

Mileage reimbursement for work-related driving