

ASSISTANT TO THE PRESIDENT



Job Description: Industrious Realty is currently seeking a dynamic Executive Assistant to join our Bethesda office. This individual will provide receptionist, general administrative and executive support services to ensure smooth daily operations.

Key responsibilities include, but are not limited to:

- Perform receptionist duties including answering,
- assisting and directing all telephone callers and visitors.
- Provide general office support such as ordering office supplies, mail distribution, filing, typing, copying, managing company calendar, coordinating meetings, preparing correspondence, presentations, reports, spreadsheets, maintaining databases, ensuring the office environment is kept clean and organized, and performing other administrative duties as assigned.
- Assist in converting office to a paperless environment.

Qualifications:

- Bachelor's Degree.
- Prior administrative experience in real estate, property management, accounting, law or related field.

Personal Characteristics:

- Works well independently and in a small office environment.
- Self-motivated and proactive, willing to research and seek out creative solutions to problems.
- Strong attention to detail, organization, priority setting and time-management skills. Conducts himself/herself with a high level of professionalism and integrity.
- Capable of precise verbal and written communication
- Trustworthy and able to handle confidential/proprietary information appropriately.

About Industrious Realty: Industrious Realty is a full-service boutique commercial real estate firm based in downtown Bethesda, MD. Our privately held portfolio consists of 15 commercial properties across different asset classes with a primary focus on retail and industrial properties in the DC Metro area. Our family owned and operated company provides a suite of services from brokerage and advisory services to asset and property management.

Send resume to hr@industrious.net