



Our Mission: Build Buckingham Properties one customer at a time by consistently providing quality services on a cost effective basis. Our team members will be experienced, ethical, qualified, effective and efficient in all phases of service. Our team will embrace technology, foster leadership skills and use clear communications to achieve our growth.

Title: Front Office Administrator
Department: Administration
Reports to: Director, Administration
Status: Full-Time, Hourly, Non-Exempt

General Description

Responsible for relaying incoming telephone calls, greeting visitors in a professional manner, and completing various clerical tasks by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Answers multi-line telephone system, takes accurate messages and transfers telephone calls to the appropriate person in an efficient manner.
- Greets and screens incoming visitors in a professional manner and promptly notifies appropriate person of their arrival.
- Opens and distributes incoming mail on a daily basis, and prepares outgoing mail using postage meter.
- Receives residential tenant maintenance calls, logs requests in database, and appropriately dispatches to maintenance technicians.
- Assists tenants with rent payments.
- Writes up daily deposits and distributes summaries to property managers.
- Generate and print weekly BBS work order report for Wednesday team meeting.
- Receives and signs for packages, and delivers to the appropriate person promptly.
- Prepares letters and packages for mailing or delivery services.
- Straightens and organizes conference rooms, kitchen, production/copy room, and other common spaces on a daily basis:
 - Preps conference rooms before and after use
 - Stocks coffee, as needed
 - Stocks refrigerator on a daily basis, or as often as needed
- Maintains calendars and schedules meetings, as needed.
- Faxes, files and scans assorted paperwork and documents.
- Monitors facsimile machine, directs incoming documents, and sends documents via facsimile as requested.
- Assists whenever needed, generally with filing, making copies, binding documents, and running errands.
- Types correspondence and memorandums in proper format and proofreads and mails as assigned.
- Contacts appropriate company for necessary preventive maintenance and/or service on office equipment and maintains related files.
- Files necessary paperwork as needed and keeps files up to date.
- Performs other job related duties as assigned.

Minimum Qualifications

- High School Diploma or equivalent
- Two years administrative experience

Knowledge, Skills, and Abilities

- Proficiency with the Microsoft Office Suite

- Customer Services skills
- Attention to detail
- Self-starter

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to lift 30 pounds

While performing the duties of this job, the employee is regularly required to walk, sit, and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate to light noise.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive. Employees will follow other instructions and perform other related duties as required.