



MANOR REAL ESTATE

Job Description – Administrative Coordinator

Job Title	Administrative Coordinator		
Location	St. Louis, MO	Job Type	Full-time, M-F 9am to 5pm

GENERAL DESCRIPTION

Manor Real Estate is a full-service real estate firm servicing the St. Louis Metropolitan area. We are seeking an outgoing, well-organized individual with attention to detail and a positive attitude to join our team. The ideal candidate will have excellent organizational, communication, and computer skills.

JOB DUTIES

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| <ul style="list-style-type: none"> – Billing, invoicing, & filing – Data entry – Assistance with rental leasing paperwork – Greet & answer inbound phone calls & directing inquiries to the correct parties | <ul style="list-style-type: none"> – Responsible for outgoing mail – Perform other general office duties – Will cross train to perform other duties |
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REQUIREMENTS

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| <ul style="list-style-type: none"> – Strong customer relations (multi phone line experience a plus!) – Excellent verbal, written, and inter-personal communication skills – Excellent organizational skills with ability to multi-task and work independently – Must be a quick thinker and problem solver – Must possess a pleasant and professional attitude | <ul style="list-style-type: none"> – Strong mathematical skills to include percentages, decimals, and fractions – Ability to manage interruptions and demonstrate the discipline of a self-starter – Must be proficient in Microsoft Word, Excel, and Outlook, as well as general office skills – Must be able to pass a background check |
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Manor Real Estate provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.

REVIEWED BY	<i>Title</i>
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***To apply for this position, please send your Resume and Cover Letter to at Information@ManorRealEstate.com.**

www.ManorRealEstate.com