



## 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, family-owned real estate firm servicing the St. Louis Metropolitan area since 1971. 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"> <li>– Billing, invoicing, &amp; filing</li> <li>– Data entry</li> <li>– Assistance with rental leasing paperwork</li> <li>– Greet &amp; answer inbound phone calls &amp; directing inquiries to the correct parties</li> </ul> | <ul style="list-style-type: none"> <li>– Responsible for outgoing mail</li> <li>– Perform other general office duties</li> <li>– Will cross train to perform other duties</li> </ul> |
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#### REQUIREMENTS

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| <ul style="list-style-type: none"> <li>– Strong customer relations (multi phone line experience a plus!)</li> <li>– Excellent verbal, written, and inter-personal communication skills</li> <li>– Excellent organizational skills with ability to multi-task and work independently</li> <li>– Must be a quick thinker and problem solver</li> <li>– Must possess a pleasant and professional attitude</li> </ul> | <ul style="list-style-type: none"> <li>– Strong mathematical skills to include percentages, decimals, and fractions</li> <li>– Ability to manage interruptions and demonstrate the discipline of a self-starter</li> <li>– Must be proficient in Microsoft Word, Excel, and Outlook, as well as general office skills</li> <li>– Must be able to pass a background check</li> </ul> |
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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 [HR@ManorRealEstate.com](mailto:HR@ManorRealEstate.com).  
[www.ManorRealEstate.com/Careers](http://www.ManorRealEstate.com/Careers)**