

CLOSING DATE: FRIDAY, MARCH 2, 2018

Earlier submissions encouraged

LOCATION: Oakland, California

STATUS: Full-Time, Exempt

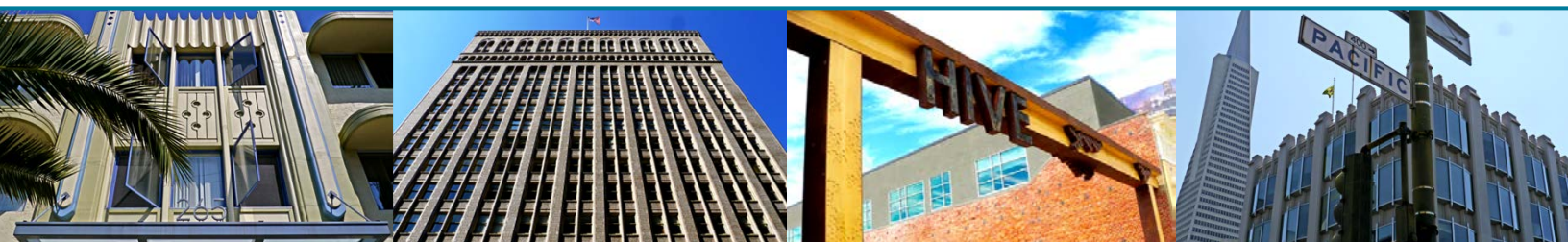
ABOUT JORDAN REAL ESTATE INVESTMENTS

Founded in 1998, [Jordan Real Estate Investments](#) (JREI) is an Oakland-based real estate investment firm focused on commercial and residential properties. The firm has been active in the acquisition, entitlement, development and ownership of both multi-family residential and commercial properties in major markets primarily on the West Coast. The firm's holdings include office buildings in Oakland and San Francisco, as well as apartment buildings in Oakland and Washington D.C. Led by Founder & Principal Wayne Jordan and headquartered in Oakland's Historic Central Building, JREI specializes in intelligent community investments creating powerful results.

ABOUT THE POSITION

The firm seeks an experienced, well-organized, responsible and charismatic Office Manager to support JREI's friendly, family-oriented office environment which includes two enterprises: JREI and [Akonadi Foundation](#), a family foundation working to eliminate structural racism that leads to inequity in the United States. The new Office Manager should be a service-minded leader who would enjoy supporting a small diverse team ensuring smooth, professional office operations. The energetic Office Manager will assist with day-to-day operations; handle correspondence with discretion, efficiency and composure; and is expected to begin work in April, 2018. Key responsibilities and duties for the Office Manager include, but are not limited to:

- **Facilities Management**
 - Open and close the office daily according to established procedures
 - Maintain common spaces such as the conference room and kitchen
- **Reception & Hospitality**
 - Greet and welcome scheduled and other guests
 - Order, prepare and/or replenish office refreshments, snacks and food, as requested/needed
- **Office Communications & Correspondence**
 - Answer, screen, route, take messages and check voicemail for all incoming calls for JREI and Akonadi Foundation and answer or refer questions, as appropriate
 - Sort and distribute mail, receive and distribute faxes and handle other correspondence, as needed
 - Update shared office calendar and maintain office files, as needed
 - Provide administrative support, as needed
 - Ensure office efficiency is maintained and developed through continued procurement of office policies and systems
 - Serve as the point person for mailing, shipping, supplies, equipment and errands
- **Supplies & Equipment Management**
 - Order and replenish office supplies, as requested/needed
 - Ensure supplies are properly stored and marked
 - Schedule and oversee any office machine service/repair



- **Event & Vendor Management**
 - Submit work orders and manage vendor issues, as requested/needed
 - Assist in the creation and maintenance of vendor files and payment of invoices, as requested/needed
 - Provide support in contracting with outside vendors for events, as requested/needed
 - Support staff with periodic meeting and event planning and execution

REQUIRED SKILLS & EXPERIENCE

- Three to five years of experience managing operations; facilities; reception and hospitality; and other relevant services in a complex office environment
- Reliable, flexible, creative, and solutions driven
- Strong time management, problem-solving and customer service skills
- Excellent written and verbal communication skills
- An ability to thrive in a fast-paced environment and handle multiple tasks without sacrificing attention to detail
- Strong interpersonal skills and the desire and ability to create positive working relationships with diverse constituencies
- The ability to maintain confidentiality
- Comfort with technology and competency in core computer skills, systems and software
- Experience in real estate and/or philanthropy a plus
- A degree is not required for this position: emphasis will be placed on skills and experience

WORK ENVIRONMENT

The downtown Oakland JREI office consists of a small team that works hard yet has fun. While performing the duties of this job, employees are frequently required to sit for long periods of time while using a computer with keyboard, screen and mouse; talk and listen on a telephone and in person; read and write; apply logic and focus attention in the presence of distractions. Reasonable accommodations may be made to enable individuals with disabilities to perform the job's essential functions.

COMPENSATION & BENEFITS

The salary range for this position is \$60,000 – \$70,000, including a generous benefits package with medical and dental coverage for the employee as well as their spouse and dependants; disability and life insurance and a retirement plan.

APPLICATION INSTRUCTIONS & DEADLINE

To apply, send a cover letter, resume and list of three references on or before **5:00 p.m. on Friday, March 2, 2018** to jrei@walkeraac.com. Email applications are required – use the Subject Line: Office Manager, JREI. Documents must be Microsoft Word or PDF files only (PDF files are preferred). Resume review begins immediately.

Jordan Real Estate Investments provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, sexual orientation, age, national origin, political affiliation, status as a protected veteran, status as an individual with a disability, status as a formerly incarcerated individual or any other legally protected characteristics or non-merit factors. We are committed to creating an inclusive environment for all employees.