

JOB DESCRIPTION



Job Title:	Administrative Assistant
Department:	Development
Reports to:	Director - Development
Direct Reports:	None
Date Prepared:	September 2018
Job Summary	Provides administrative support for residential development team in an effort to execute objectives related to residential development, project management and property management.
Essential Functions	<ol style="list-style-type: none"> 1. Provides general support to project team including various administrative functions, calendar coordination, correspondence and data entry. 2. Provide general support to Community Development District, homeowner's association, builder community, etc. 3. Coordinates the work of project teams including contractors and consultants relating to property maintenance contracts. 4. Create and maintain a contract database. 5. Preparation and execution of contract documents, short form, long form, purchase orders, change orders, draft narratives / scopes of work, obtain approvals, obtain insurance / supporting documents. Follow through with legal / finance planning and approval processes. 6. Responsible for accounts payable process to include coding, tracking and budget reconciliation. 7. Responsible for maintaining parent/student database for SW/FSUS seats and interfacing with FSUS on student selection.
Education and Experience	<ul style="list-style-type: none"> • High school diploma required. • 3+ years administrative experience with a focus in real estate and residential development preferred. • Experience working with construction and development related contracts to include preparation and execution preferred. • Experience working with HOA / CDD, property management preferred. • Experience in working with financial reporting and budget adherence preferred.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • A positive approach and willingness to work in a team environment. • Exceptional organizational, time management skills and attention to detail. • Comfortable in an extremely fast paced, dynamic, and structured environment, and capable of managing daily volume of work on a timely basis. • Excellent oral and written communication skills. • Exceptional computer and internet skills and the ability to operate efficiently on Windows and various PC applications including Microsoft Word, Excel, Access and Power Point. • Capable of aggressively maintaining and following up on schedules, work deliverables, and due dates, with the use of consolidated and comprehensive activity pending files. • High level of professionalism, ability to maintain confidentiality and work independently.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to operate a motor vehicle. • Ability to sit for extended periods of time.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment with occasional travel to other office locations.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.