

JOB DESCRIPTION



Job Title:	Administrative Assistant
Department:	Development & Construction
Reports to:	SVP Commercial Real Estate, VP Development & Construction
Direct Reports:	None
Date Prepared:	May 2019
Job Summary	The Administrative Assistant will assist in executing objectives related to development and project management as well as provide general administrative support to the development and construction team.
Essential Functions	<p>Administrative Assistant will have a wide variety of responsibilities which may include:</p> <ul style="list-style-type: none"> • Electronic and hard copy file organization and ongoing maintenance for Development & Construction and Commercial Sales & Leasing records. • Updating and maintaining Sales & Leasing transaction report. • Preparing and tracking RFCs, including obtaining certificates of insurance (COI) and other contractual needs. Follow-up with Accounting, Legal, Vendor and Vendor's agent for requested COI changes. • Tracking leasing deposits for the Commercial Leasing team. • Assisting Commercial Leasing team in maintaining updated COIs from current tenants. • Processing & tracking miscellaneous expense invoices outside of leasing (i.e. Joint Venture reimbursements, project admin invoices). • Coordinating travel & out-of-town meetings. • Updating MLS listings with the guidance of the Sales & Leasing team (mostly data entry). • Submitting package preparation (DSAPs, DOs and RGP/EMA) • Assisting with accounts payable process to include coding and tracking. • General research & follow up. • Assisting Commercial Leasing team in updating lease abstracts and tracking lease obligations. • Assisting Commercial Leasing team in maintaining a database of exclusive tenant uses or restrictions for certain assets. • General administrative responsibilities including various administrative functions, calendar coordination, expense report submittal, correspondence and data entry.
Education and Experience	<ul style="list-style-type: none"> • High school diploma required. • 3 - 5 years administrative experience with a focus in real estate development preferred. • Experience working with development, environmental, and/or construction related contracts to include preparation and execution preferred. • Experience in Microsoft Office and Outlook.
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 PC applications: 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.• Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none">• Normal office environment.

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.