

Real Estate Company seeks an Office Assistant for its corporate office in the Union Square area.

Essential Duties and Responsibilities include but not limited to:

- Relieve the receptionist for lunch and cover the front desk when the receptionist is late, calls out or is on vacation
- Keep copier areas stocked with paper
- Perform light maintenance duties as needed
- Stocking kitchen supplies on both floors
- Check all supply areas on the both floors daily and make sure there are adequate supplies and that all supplies are neat and organized
- Assist in mailings as needed
- Inform the Receptionist on the status of supply areas and if the office lighting is fully working on both floors
- Management, organization and retrieval by request of the legal files (Shelved, cabinets & scanned)
- Properly label and scanning in binders in DocuShare under the right property and location (Acquisition, financing. Sometimes filed under address or name etc.
- Serve amendments to tenants by building per email or hard mail
- Backup mail room duties when needed
- Run errands such as going to the bank and post office when needed
- Must be able to lift and carry boxes, copy paper etc.
- Ensuring coverage by communicating to the team to back up on days, not in the office
- Assist in the overall effort to maintain TEI office neat, clean and orderly
- Other duties as assigned

Education and/or Work Experience Requirements:

- Must have office administration experience
- Must have a can-do attitude
- Must be organized and detail oriented
- Reliability and good attendance is essential
- Working knowledge of Word, Excel, and Outlook

Time Equities, Inc. does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business needs.

For more information, please visit our website at www.timeequities.com

Time Equities Company Description

Founded in 1966, Time Equities, Inc. (“TEI”) has been in the real estate investment, development, and asset and property management business for more than 50 years. TEI currently holds in its own portfolio approximately 35.4 million square feet of residential, industrial, office and retail property including about 5,000 multi-family apartment units, approximately 570,000 square feet in pending acquisitions, and 1.5 million square feet of various property types in stages of pre-development and development. With 323 properties across 33 states, 5 Canadian provinces, Anguilla, Germany, Italy, the Netherlands, and Scotland, the TEI portfolio benefits from a diversity of property types, sizes and markets. There are concentrations in the Northeast, Southeast, Midwest and West Coast of the U.S., and new markets around the world are always being evaluated.