



## **JOB DESCRIPTION**

**JOB TITLE: Office Manager – Dallas Office**

**DEPARTMENT: Regional Office**

**REPORTS TO: Executive VP, Dallas; indirect report to Corporate Services Director**

**DIRECT REPORTS: None**

**COMPANY OVERVIEW:** VanTrust Real Estate, LLC ([www.vantrustre.com](http://www.vantrustre.com)) is a full-service real estate development company. The company acquires and develops real estate assets for the Van Tuyl family portfolio and offers a broad range of real estate services including acquisition, disposition, development, development services, and asset management. Product types include office, industrial, multifamily, retail, institutional, governmental, hospitality, and recreational. VanTrust works nationally with regional offices in Columbus, Dallas, Phoenix, Jacksonville, and Salt Lake City, with its headquarters in Kansas City, Missouri.

**POSITION OVERVIEW:** The Office Manager coordinates the day-to-day operations of the office, ensuring that it functions effectively and efficiently. The incumbent is a pivotal member of that regional team with a broad range of responsibilities including facilitating internal and external communication, invoice processing, contract management, coordinating local marketing activities, and managing the administrative function.

### **KEY RESPONSIBILITIES:**

- Document/Contract Management:
  - Work with VanTrust team as well as general and sub-contractors to distribute, track, and expedite construction contracts and consultant agreements
  - Process payment applications and lien waivers by reviewing for accuracy and ensure accordance with contracts
  - Obtain and review vendor insurance certificates for accuracy and maintain current coverage
  - Create and maintain Emergency Call Trees for all active construction projects
- Regional Marketing:
  - Coordinate with corporate marketing function to ensure that all marketing materials present the VanTrust brand consistently and follow corporate brand standards
  - Manage special events outside the office including job site lunches, broker activities, appreciation dinners, etc.
  - Edit and produce marketing materials in InDesign and PowerPoint
  - Prepare marketing materials/packages including maps, aerials, marketing pieces, flyers, etc.
  - Produce and assemble materials and documents needed for meetings and presentations
  - Contact internal and external resources for information used to create surveys and reports
  - Work with appropriate contacts to maintain internet sites for project properties
  - Support development team in utilizing Outlook and other data entry and maintenance for the purposes of direct marketing and relationship development
  - Provide research via online, offline and third-party resources and provide industry-related news, as needed



- Office Administration:
  - Maintain regular contact and coordination with headquarters Corporate Services Director in order to implement and manage administrative systems accurately and consistently
  - Process and track invoices and check requests
  - Document management: Maintain project files, including hard copy and electronic contracts, invoices, insurance certificates, lien waivers, and W9's
  - Coordinate travel arrangements upon request
  - Prepare expense reports for staff quarterly
  - Produce timely and accurate reports and other documents as needed
  - Manage front-of-office:
    - Greet visitors, answer telephone and direct incoming calls; provide company and project-specific information as requested
    - Provide refreshments for guests and meetings; coordinate lunch orders/catering for office events and meetings
    - Handle incoming/outgoing mail and shipping
    - Maintain inventory of office supplies and place orders when necessary
    - Act as liaison with building property management
    - Ensure knowledge of staff movement in and out of the office
  
- Other projects and tasks as necessary

#### **REQUIREMENTS:**

- Bachelor's degree preferred
- Minimum of 3 years in office administration role
- Real estate background preferred
- Detail-oriented and thorough
- Proficient in Microsoft Word, Outlook, Excel, and Adobe Creative Suite (mainly InDesign, Photoshop, and Illustrator)
- Familiarity with basic accounting principles, including processing invoices
- Works well with the occasional stress of managing multiple tasks and demands
- Capable of maintaining a calm, courteous, and professional demeanor at all times
- Able to learn new tasks quickly
- Key Competencies:
  - Excellent written, verbal and interpersonal communication skills
  - Professional personal presentation
  - Customer service orientation
  - Self-motivated
  - Responsible, dependable, and ethical with sound judgment
  - Very strong team orientation with focus on collective success



### **BENEFITS OF JOINING THE VANTRUST TEAM**

- Comprehensive medical, dental and vision benefits.
- Employer sponsored short- and long-term disability, Life and ADD insurance.
- 401k with employer match.
- Paid parental leave and professional development.
- Paid time off benefits: Vacation, Sick, Holidays.