

San Jose, CA - Administrative Assistant

Founded more than 40 years ago, Kidder Mathews has grown to become the leading independent commercial real estate firm on the West Coast. We have over 700 professionals and employees in 20 offices throughout Washington, Oregon, California, Nevada and Arizona, and we are actively involved in the cities and communities we serve.

Kidder Mathews is looking for talented, hard working individuals to be part of the company's fast-paced, successful environment.

The Admin Assistant works as part of a team supporting the commercial real estate agents with their daily administrative needs. They are the first impression of the company and set a professional tone for internal and external customers both on the phone and in person at the front desk reception area.

REQUIREMENTS:

- Experience operating a multi-line phone system.
- Highly professional image and demeanor.
- Excellent attention to detail and work quality.
- Ability to handle multiple projects and tasks concurrently.
- Some experience in MS Office products, specifically Word, Outlook and Excel.
- The desire to learn and the aptitude to catch on quickly to new software programs.
- Excellent grammatical, oral and written communication.

JOB DESCRIPTION:

- Maintain a professional and friendly demeanor while routing calls and greeting visitors.
- Demonstrate an extremely service-oriented attitude and strive to provide high quality work.
- Work well and maintain good relationships with coworkers in a close-knit team environment to support a very fast-paced, high profile sales force.
- Provide and maintain neat and professional common areas (front desk area, lobby, conference rooms and kitchen/break rooms).
- Perform daily opening and closing procedures and other miscellaneous duties and record keeping as required for the office.

Kidder Mathews offers a challenging, exciting, and professional work environment in a high profile industry. Competitive salaries and comprehensive benefits. Qualified applicants should submit cover letter and resume to ccarkeek@kiddermathews.com .