



Twinrose Investments, LLC is a commercial real estate investment and management firm with a focus on acquiring properties in the Dallas/Fort Worth metro area. We look at each industrial, office, and retail property with a unique vision of what it can become and how we can bring that vision to life. We bring leasing, property management, maintenance, and construction expertise to enhance service to tenants and through this work, contribute to long-term asset preservation and growth for investors.

### **Administrative Assistant Job Description:**

Twinrose Investments is seeking an Administrative Assistant to add value by supporting various functions within the organization. This position will assist with property management, leasing tours, and maintenance coordination, gaining a wide range of exposure to many facets of the business. Duties of the Administrative Assistant include providing support to our managers and employees, assisting in daily office needs, driving between properties as needed, and managing our company's general administrative activities. The ideal candidate should have excellent oral and written communication skills and be able to organize and prioritize their work to adapt to the daily needs of the company.

### **Duties include but are not limited to the following:**

#### **Responsibilities:**

- Work in property management database to maintain accurate vendor and tenant contact information
- Onboard new leases into property management database for new acquisitions
- Track and manage tenant and vendor insurance certificate checklists
- Process maintenance service requests for Property Manager
- Create and distribute tenant notices and letters
- Schedule meetings and events as needed
- Answer and route phone calls
- Greet tenants and visitors who come to the Management Office and Executive Suites
- Stock office supplies

#### **Qualifications:**

- Bachelor's Degree or working toward completion of Bachelor's Degree
- Proficient in Microsoft Word, Excel and PowerPoint
- Strong business writing and communication skills
- Administrative experience preferred but not required
- RealPage experience is a plus

**Job Type:**

Full-time assistance is preferred, but accommodation for a flex schedule for students while completing education is negotiable.

**Schedule:**

- Monday to Friday, 8am- 5pm or 7am- 4pm
- Flex schedule for students pursuing Bachelor's Degree is available

**Education:**

- Associates Degree Required, Bachelor's Degree Preferred

**AAP/EEO STATEMENT:**

At Twinrose, we offer fair job opportunities to everyone, no matter their race, color, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other protected characteristic. We also actively make sure that all applicants and employees are treated equally, without any discrimination. Discrimination at our company has a zero-tolerance policy.

Company website [www.twinroseinvestments.com](http://www.twinroseinvestments.com)