



POSITION DESCRIPTION

Company Summary: Boji Group is a well-established real estate development, property management and construction management firm with an extensive portfolio of commercial real estate and a commitment to excellence in customer service. Boji Group is a Michigan owned and based company, located in Lansing, Michigan.

Position Title: Administrative Assistant

Reports To: Chief Operating Officer | Vice President of Development

Position Summary: Essential company position providing administrative support to COO | VP of Development. As a main point of contact, represents the company and regularly interacts with visitors, tenants, professional service providers, business partners, and public employees and officials. The position requires professional and courteous conduct at all times, and excellence in customer service delivery.

Office Hours: 8:30 am – 5:00 pm

Responsibilities:

- Performs due diligence related activities, such as ordering surveys, environmental studies, etc.
- Tracks and manages electronic and other information related to development project management
- Coordinates between company departments for operational and development project management purposes
- Schedules and plans meetings, records and prepares meeting notes
- Schedules training and travel
- Provides back-up to other company administrative as needed
- Assists in the preparation of responses to requests for proposals
- Develops policies and procedures as needed
- Prepares reports and correspondence
- Assists in the preparation of non-financial documentation for company projects, i.e. – request for proposal responses, financing transactions, various project management activities
- Represents company via regular interaction with consultants, contractors, professional services providers, business partners, service providers and public employees and officials
- Deals with confidential and proprietary information on a regular basis and must be able to exercise discretion and maintain confidentiality
- Other duties as assigned

This description is intended to illustrate the types of duties and levels of responsibility required of the position. It does not necessarily include all of the specifically related functions and tasks of this position, and does not limit the assignment of additional related duties not mentioned.



Recommended Qualifications:

- Professional and courteous demeanor with commitment to excellence in customer service
- Familiarity with constructions processes and communications is desired
- Experience in team work and team building
- Ability to use discretion and maintain confidentiality with proprietary and other information
- Minimum 3 years of experience in administrative support and office management
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint
- Ability to prepare reports and communications on behalf of company
- Ability to multi-task and to work under time constraints and other stresses
- Knowledge of Yardi property management software preferred, but not required

Work Environment:

- General office environment, Lansing, Michigan. There is some travel with this position, generally within southern Michigan/Greater Detroit Area.