



## 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, with offices in Lansing and Birmingham, Michigan.

**Position Title:** Executive Assistant

**Reports To:** President

**Hours:** 8:30 am – 5:00 pm Monday through Friday

**Position Summary:** Essential company position performing the full range of executive support, including personal matters, and office management. 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.

### Responsibilities:

- Provides administrative support to company President and Vice President
- Acts in the capacity of office manager
- Answers main company phone and mail, receives visitors
- Schedules and plans meetings, records and prepares meeting notes
- Schedules and coordinates travel arrangements
- Manages calendars and scheduling for company executives
- Coordinates and executes special events for company such as ground breakings and ribbon cuttings
- Prepares reports and correspondence
- Regularly interacts with all company staff independently and on behalf of executives
- Assists in the preparation of documentation for company projects, i.e. – request for proposal responses, financing transactions, various project management activities
- Represents company via regular interaction with visitors, tenants, consultants, contractors, professional service providers, business partners, and public employees and officials
- Handles personal items for company President, such as travel arrangements
- Deals with confidential and proprietary information on a regular basis and must be able to exercise discretion and maintain confidentiality
- Other duties as assigned



**Recommended Qualifications:**

- Professional and courteous demeanor with commitment to excellence in customer service
- 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

**Work Environment:**

- General office environment, Birmingham, Michigan. There is minimal, local, travel with this position.