



## 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:** Administrative Assistant | Office Manager

**Reports To:** COO

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

**Position Summary:** Essential company position performing the full range of administrative and operational support 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, ability to strictly adhere to confidentiality legal and company requirements and excellence in customer service delivery.

### Responsibilities:

- Answers main company phone, processes mail and greets visitors
- Schedules and plans meetings and accommodations; records and prepares meeting notes
- Schedules and coordinates travel arrangements
- Orders office and pantry supplies
- Coordinates staff lunches
- May manage calendars and scheduling for company executives
- Prepares reports and correspondence
- Manages company human resources including, but not limited to, employee records, tracking of time, disciplinary actions, annual reviews
- Responsible for coordination of company IT with service providers
- Organizes special events for company such as ground breakings, ribbon cuttings, open houses, tenant events, etc.
- Regularly interacts with all company staff independently and on behalf of executives
- Represents company via regular interaction with visitors, tenants, consultants, contractors, professional service providers, business partners, and public employees and officials
- Provides back-up to other company support staff
- Deals with confidential and proprietary information on a regular basis and must be able to exercise discretion and maintain confidentiality
- Uses Yardi property management software
- Other duties as assigned

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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
- 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, Lansing, Michigan. There is minimal local travel with this position, primarily to SE Michigan.