

Executive Assistant Greenberg Gibbons – Owings Mills, MD

Company Overview

With more than 50 years of success, Greenberg Gibbons is a premier developer, investor, and owner of mixed-use, retail, and flex/R&D properties. The firm's rapidly expanding portfolio encompasses more than 6 million square feet under management and \$1.5 billion of assets in 23 locations throughout the Mid-Atlantic and Southeast regions.

The Greenberg Gibbons team features a seasoned group of industry leaders who provide a clear vision to create first-class retail and lifestyle destinations, coupled with strong day-to-day execution to finance, develop, lease, and manage properties for optimum performance and customer satisfaction.

Job Description

As the first point of contact often with tenants and clients, the ideal candidate should always project a positive image for the company. The individual needs to be organized, reliable, and a self-starter. Must also be detail oriented, able to work as a team player and able to prioritize and perform multiple projects and tasks. Must have excellent communication skills, with the ability to create business correspondence and spreadsheets and accurately proofread each prior to distributing or mailing. Confidential materials must be handled discreetly.

Areas of Responsibility

- Manage market research – comp rents/NNN's
- Develop and maintain property manuals
- Lease requests
- Site Plans
- ESRI & Placer expert
- Leasing Commissions
- Manage ECM meeting notes & agenda
- Website management/updates
- Coordination w Paige
- Coordinate leasing sign program
- Develop Property manuals
- Vanguard Portfolio - potential bill coding for Laura
- Constant contact maintenance
- Order/manage space surveys
- Prepare and update portfolio performance reports; leasing pace, occupancy/vacancy, etc.
- Assist with property 3rd party services contracts

Greenberg Gibbons is a premier developer, investor, and owner of mixed-use, retail, and flex/R&D properties. The firm's rapidly expanding portfolio encompasses more than million square feet of assets under management in locations throughout the easter coast. The Executive Assistant will report to the EVP of Operations, Leasing & Marketing and will be responsible for a variety of areas including:

- Market research
- Maintaining organized and accurate records, updating databases, calendars, and other files
- Create and maintain Lease Deal Package materials presentations
- Draft agendas, book venues, schedule reminders and arrange refreshments as required for meetings and/or events
- Coordinate travel arrangements

- Generate and manage correspondence
- Special projects and other duties
- Assist the Operations, Leasing and Marketing teams
- Additional responsibilities include communicating with other company executives, external partners, and stakeholders

Qualifications/Requirements:

- AA Degree or higher in a relevant field such as Human Services, Communication, Office Management, etc. and experience working in an executive support role. Significant experience may substitute for education.
- Proven working knowledge of Word, Excel, PowerPoint, Outlook, MS Teams, Adobe. Knowledge of additional software such as is a plus; Constant Contact / MailChimp, Facebook, Twitter, Social Solutions, Zoom, Canva, etc.
- A working knowledge of Excel and experience working with numbers related to commercial real estate is a significant plus
- Excellent oral and written communication skills, with the ability to compose written material.
- Strong integrity with the ability to exercise good judgment and properly manage confidential information and material.
- Demonstrated ability to work effectively independently and in a team environment.
- Proven self-starter with a high degree of organizational skills and the ability to multi-task effectively.
- Valid driver's license and vehicle
- EEO Employer: Race, Religion, Color, National Origin, Citizenship, Sex, Sexual Orientation, Gender Identity, Age, Disability, Ancestry, Veteran Status, Genetic Information, Service in the Uniformed Services, or any other classification protected by law.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To learn more about Greenberg Gibbons, visit GGCommercial.com.

Job Type

Full-time

TO APPLY, PLEASE SEND COVER LETTER AND RESUME TO CAREERS@GGCOMMERCIAL.COM.