



## **JOB DESCRIPTION EXECUTIVE ASSISTANT**

### **OFFICE LOCATION**

Nashville, TN

### **JOB SUMMARY**

StateStreet Group, LLC is currently looking for an experienced Administrative Assistant. This position will play an integral role in the organizational strength of a growing real estate investment company. Qualified candidates will have impeccable communication skills, a strong ability to prioritize and manage shifting responsibilities, excellent time management skills and Microsoft Office skills. Ideally, candidates will have legal, real estate or banking experience. Our office is conveniently located in Nashville's Hillsboro Village and within walking distance to many great restaurants, shops, Vanderbilt, etc.

### **CORE JOB FUNCTIONS**

Described below are the key responsibilities of the job.

- Provide general day-to-day administrative assistance to the Nashville office.
- Manage calendars, organize travel arrangements, schedule meetings, greeting and directing visitors, special projects, manage physical and electronic files, etc.
- Assist with property transactions, loan closings, leases, corporate organization and other legal matters.
- Work closely with the property management team and assist with various projects.
- Work with IT specialist to ensure that technology processes are current and running smoothly.
- Order office supplies and maintain inventory of office equipment.
- Serve as liaison with vendors.
- Prepare and monitor invoices.
- Develop and update administrative systems to improve efficiency.

### **COMPENSATION – FULL TIME**

Salary: Salaried

Benefits: Health insurance for self (some employee cost-sharing required)

Other: Company paid life and LTD insurance; employee paid supplemental policies, i.e., dental, vision

Retirement: 401K – eligible after first year anniversary with company

### **COMPENSATION – PART TIME**

Salary and Benefits – Dependent on hourly schedule.

### **ABOUT STATESTREET GROUP**

Founded in 1971, StateStreet Group owns and manages a variety of investment real estate properties. With offices in Jackson, MS and Nashville, TN, StateStreet Group strives to offer the highest level of service to our customers and a stimulating work environment for its employees. We are looking for talented individuals who want to contribute to the success of the organization and make a difference in their career and community.

### **CONTACT**

Please email cover letters and resumes to [jobs@statestreetgroup.com](mailto:jobs@statestreetgroup.com)