



Job Description – Associate, Office Administration

White Oak Partners is a growing multifamily real estate investment firm with over \$2.7B AUM. We look for performance-driven individuals with passion and focus who thrive in an environment of collaboration, open communication, and transparency. We are looking for an **Associate, Office Administration** to join our growing team.

Your Role at White Oak:

This position will be responsible for providing Administrative Support to the general office, to maximize time and efficiency for members of the company and contribute to providing a best-in-class company culture. Responsibilities include but are not limited to organizing company events, ordering supplies, creating and editing document and photos, and scheduling meetings all within established deadlines. The ideal candidate will be creative, organized and customer service oriented. Experience or interest in photography and editing is a plus.

Essential Duties

- Assist with all aspects of group meetings and company events including but not limited to:
 - Event coordination including researching, and organizing company events
 - Investor meeting coordination
 - Advisory board meeting coordination
- Support and facilitation of the corporate branded “gear” program
- Support and facilitation of culture-based programs including employee gifts, company events, and other culture related activities
- Help design company cards and collateral for holidays, birthdays, etc.
- Production of printed and/or electronic documents for meetings with potential investors, lenders, and other external parties
- Organize conference calls, Team’s meetings and meeting schedules as needed
- Assist with formatting of information that may be prepared by others, ensuring publication quality
- Answer company phone line, greet visitors, and pick up/sort mail
- Assist with travel arrangements as needed
- Provide support to the team in printing, scanning, and filing as needed
- Review and submit invoices for office administration vendors
- Assist with document posting to SharePoint
- Assist with ordering furniture and office décor
- Trouble shoot issues as they arise in the office setting
- Work with Manager, Office Administration and building maintenance staff on resolution of facility issues
- Serve as backup for office opening/closing tasks and stocking of office/kitchen/printing supplies
- Serve as backup to IT on conference room equipment support and reaching out to IT on office-wide technology issues
- Serve as backup for other members of the Office Administration team with tasks during vacations, unplanned time out of the office, and as needed
- Assist with other projects as needed

Note: Nothing in this job description restricts the right for management to assign or reassign duties and responsibilities to this job at any time.

Minimum requirements

- Associate degree preferred
- Minimum of 5 years of relevant experience in an administrative support position within the Real Estate or a related industry (financial services, banking, investment management)
- Advanced skills in Microsoft Word
- Intermediate skills in Outlook, PowerPoint, and Excel
- Experience with Adobe Suites, Cavana, Photoshop and Lightroom (or the aptitude to learn these skills)
- Professional demeanor
- Strong attention to detail
- Excellent written and verbal communication skills
- Self-starter and can work well with limited direction
- Strong customer service orientation
- Well organized and able to prioritize multiple responsibilities
- Ability to be creative in researching and organizing events that promote a positive work environment
- Comfortable with organizing in-office lunch meetings, coordinating on-site meetings and offsite events
- Ability to operate with a high degree of flexibility, adaptable to changing demands and operates at a fast pace

Why White Oak Partners:

- Located in the beautiful Hamilton Quarter area, we recently moved into a brand-new office building with state-of-the-art technology, terrace, and plenty opportunities for great food
- Comprehensive benefits including medical, dental, vision, health savings account with employer contribution, short and long term disability, 401(k) plan with company match, maternity leave and parental leave
- Company holidays, paid time off, paid volunteer hours, and employee organized opportunities to give back to your community
- Culture of continuous growth and development including access to a robust online learning platform, professional development opportunities and fee reimbursement, and tuition assistance