



## STONEWEG

### OFFICE ADMINISTRATOR / EVP ASSISTANT - JOB DESCRIPTION

**COMPANY:**

Stoneweg US, one of the nation's fastest growing multifamily real estate investment and development companies, is currently seeking a Office Administrator/EVP Assistant. Stoneweg US serves as exclusive investment manager of Varia US Properties AG, a Swiss, publicly traded real estate fund (SIX Swiss Exchange ticker: VARN) and also partners with US and international equity investors to acquire and develop multifamily assets in markets with strong population growth and positive trending economic conditions. The Stoneweg US team challenges the conventions of real estate investment through a research driven, results-oriented approach that has led to the successful deployment of over \$380 million of equity and the acquisition of over 11,500 multifamily units since 2016. The Company plans to remain focused on this aggressive growth strategy for 2020 and beyond. Additional information may be found at [www.stoneweg.us](http://www.stoneweg.us).

**POSITION:**

Based in the Tampa Bay / St. Petersburg area, the Office Administrator / EVP Assistant will play a pivotal role in the overall management and effectiveness of the dynamic and fast-growing Stoneweg US office as well as provide support to certain EVP's and their respective groups. The goals of the position are to implement effective best practices to office operations, streamline vendor relations, implement office policies and procedures, and provide general administrative support to the team. As the first point of contact for investors, partners, and clients, the Office Administrator also serves as a key brand ambassador for Stoneweg US.

This person will work closely with the Executive Team on a consistent basis while supporting all facets of the business including: Asset Management, Acquisitions, Finance, Legal, Development, and Human Resources.

The ideal candidate will be an energetic, enthusiastic and a collaborative team-player with a hands-on approach. This individual will also be motivated, creative and thrive in a fast-paced environment.

**RESPONSIBILITIES / DUTIES:**

- Create an efficient and effective office environment by overseeing day-to-day activities and developing strategic solutions aimed at enhancing productivity
- Manage vendor relations including contract negotiations, service offerings, and accounts payables while adhering to cost-effective guidelines
- Maintain accurate records on company transactions—provide regular status and progress reports to overseeing departments (e.g., Finance, Asset Management, Legal, etc.)
- Conduct bank transactions on behalf of the Asset Management and Finance teams on a regular basis (i.e., accounts payable), being sure to keep thorough logs of activity and details
- Serve as the liaison between professional partners and Stoneweg US (i.e., building, parking, technology, utility companies, etc.)
- Assist with cross-functional ad-hoc projects as needed and determined by respective departments
- Sound knowledge of the CRM application and CRM installations

**REQUIREMENTS:**

- Associate's degree required, Bachelor's Degree is preferred
- 5+ years of experience as an Office Administrator or EVP Assistant required
- Executive level presence
- Excellent organizational skills with an acute attention to details and nuances is required
- Proficiency in Microsoft Office Suite with special focus on Excel, PowerPoint and Word required. CRM experience a plus. Ability to organize files that are electronically stored on company servers
- Exceptional communication skills—both written and verbal required
- Ability to successfully manage projects from inception to completion within required scope and deadlines
- Strong customer service skills, experience with high-level investors and professionals preferred
- Ability to efficiently work within team settings but equally capable of working independently
- Demonstrate competency for problem-solving and proactively seeking out solutions to potential office and administrative challenges
- Professional, yet personable attitude that will assimilate to the Stoneweg US culture with ease
- Must enjoy a very fast-paced environment that is always changing

**COMPENSATION:**

The chosen candidate will receive a competitive salary, bonus eligibility, and an excellent benefits package which includes medical, dental, vision and a matching 401(k) plan.

**CONTACT & ADDITIONAL INFORMATION:**

Qualified candidates should email their resume to the following address: [brosser@stoneweg.com](mailto:brosser@stoneweg.com)

Additional information may be found at [www.stoneweg.us](http://www.stoneweg.us)