

Executive Services Administrator

New York, NY

Columbia Property Trust is currently seeking an **Executive Services Administrator** for our **New York, NY** office. This role is responsible for providing executive level administrative support and general office management and support. This role requires the highest sensitivity to confidential matters, as well as the ability to filter and prioritize information that is being requested of and by the company's executives.

Key Responsibilities

- Provide executive level administrative support to the CEO and other senior leaders, particularly heavy calendar and phone management and filing and submitting expense reports.
- Responsible for all logistical duties related to the planning and execution of the Board and other office events including vendor management, contract administration and payment processing.
- Organize and assemble Board books in advance of quarterly meeting.
- Prepare presentations, spreadsheets and reports as requested.
- Responsible for the effective supervision, operation and administration of the NY office including budgeting, purchasing and financial transactions.
- Handle day to day office operations:
 - Work closely with the IT team to address any issues raised and meet our business operational needs with regards to AV systems, computers, printers/copiers, phones, etc.
 - Work with vendors and contractors to maintain and troubleshoot office equipment/appliances
 - Coordinate with building project managers and staff to make sure any issues that arise are addressed in a timely manner
 - Distribute mail and provide general admin support company wide as needed
- Responsible for financial management associated with general office management:
 - Process office billing; code invoices prior to sending to Accounts Payable, maintain accurate records.
 - Upload invoices into Company's e-billing system, Nexus.
- Order and maintain office supplies, pantry items, etc.
- Serve as the Contract Administrator for Conga which processes all property management agreements, corporate agreements and leases for New York, New Jersey, and Washington DC.
- Assist with onboarding new vendors to Company's vendor management system, Supplier Gateway.
- Prepare and manage return and retrieval hard copy files for off-site archiving according to Company guidelines.
- Manage signature process for closing documents and notarize when necessary.
- Maintain legal entity structure charts using Visio, Excel and/or PowerPoint.
- Assist with overflow work from administrative staff and fill in for the office receptionist as needed.

Essential Functions

- Provide executive level administrative support to the CEO and other senior leaders, particularly heavy calendar and phone management and filing and submitting expense reports.
- Handle day to day office operations.
- Responsible for financials associated with general office management: process office billing; code invoices prior to sending to Accounts Payable, maintain accurate records.

Competencies

- Must possess discretion and discernment.
- Time management skills and the ability to prioritize tasks.
- Demonstrated professional courtesy and the willingness to assist as needed.

- High attention to detail; able to work independently and manage multiple projects simultaneously.
- Must be proficient in Microsoft Office.
- Must have excellent verbal and written communication skills.
- Must be a self-starter, self-disciplined, and highly organized.

Required Education/Experience

- Associate degree.
- Seven years of advanced administrative experience.
- Applicants must be authorized to work for any employer in the US.

Preferred Education/Experience

- Bachelor degree.
- Five years of advanced administrative experience.
- Notary public license.

Travel Required and Percentage:

N/A

Physical Demands

The worker is sitting most of the time but will often include tasks involving light work, exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The worker is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, viewing a computer terminal and extensive reading. The worker is constantly typing into a computer, and occasionally other office productivity machinery (such as a calculator, copy machine, and computer printer). The worker needs to occasionally move about inside the office to access file cabinets, office machinery, etc. The worker may need to visit construction jobsites to review the progress of work, meet with the project management staff, lender inspectors and related parties. These visits may require the use of protective equipment and may entail visiting jobsites where agility is required to move around the site.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Company Background

Columbia Property Trust creates storied properties for legendary companies in New York, San Francisco, Washington D.C., and Boston. The Columbia team is deeply experienced in transactions, asset management and repositioning, leasing, development, and property management. It employs these competencies to grow value across its high-quality, well-leased portfolio of 12 properties that contain more than five million rentable square feet, as well as four properties under development, and also has over 8.5 million square feet under management for private investors and third parties.

For more information, please visit www.columbia.reit.

Columbia is proud to be an Equal Opportunity Employer – Veterans/Disabled and other protected categories.