

TRADEMARK

OFFICE MANAGER – NORTH POINT, ALPHARETTA, GA

JOB DESCRIPTION

Essential Duties and Responsibilities:

- Greets visitors, directs to appropriate area or person.
- Answers and screens management office telephone calls, arranges conference calls, and facilitates phone outgoing message updates (hours of operation changes, holiday greetings, etc.).
- Reads and routes incoming mail, composes, prepares and maintains correspondence, files (electronic and hardcopy), prepares outgoing mail and correspondence, including e-mail and faxes.
- Organizes Office Operations and administratively supports team members in various aspects as requested

Specifically, the Office Manager does the following:

- Provides support to the Center's Management Team.
- Collects tenant sales figures and accurately and timely enters system.
- Monitors accounts payable invoices and enters accurately and timely into system.
- Fosters good tenant, visitor, and vendor relations
- Exhibits ownership mentality by supporting on-site and corporate team member projects.
- Executes Timekeeping duties for the team and is the resident expert in this policy area
- Facilitates issuance of licensee violation fees (open early closing/late opening, trash, hawking, signage, etc.).
- Collects certificates of insurance for tenants and verifies tenant coverage levels met.
- Retains proof of insurance from vendors and entities performing work at property.
- Ensures purchasing card receipt coordination (verifying/transmitting per spreadsheet).
- Coordinates manager's schedule and arranges appointments, coordinates travel schedules and reservations, coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.
- Works closely with Marketing Director and Property Management Specialist to provide event planning support
- Maintains supplies, postage, and arranges for equipment maintenance as needed.
- Provides operational support by acting as vendor liaison.
- Provides assistance with billing, payment and other financial processes while working closely with Property Accountant.
- Prepares miscellaneous tenant billbacks as requested by General Manager.

- Provides assistance in Specialty Retail coordination.
- Conducts research, compiles and prepares statistical or other reports.
- Performs other duties as assigned.

Qualifications:

- Associates degree (business admin is a plus) or four years related experience and/or training; equivalent combination of education and experience (1 year of education= 2 years' experience) may be considered.
- The ideal candidate will possess the following characteristics: attention to detail, team player, strong communication skills, ability to work under pressure and meet deadlines, goal oriented, helpful, strong organization skills, and a self-starter.
- Ability to read, write, interpret and analyze documents such as leases, contracts, operating and maintenance instructions, and procedure manuals.
- Excellent communication skills, including ability to speak effectively with shoppers and tenants as well as Trademark team members.
- Proficiency in Word, Excel, PowerPoint and Outlook. Knowledge of Anterra and Timberline accounting software is a plus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.