



### **Office Manager – Grubb Ventures Corporate Office:**

Grubb Ventures is a boutique development and property management firm located in Raleigh NC. We specialize in commercial, multi-family and adaptive re-use properties. We are seeking a dynamic individual who has excellent customer service skills as this individual will be the first point of contact for the corporate office. The ideal candidate will have high-energy, be self-motivated, self-managed, organized and detail oriented. This individual will have the ability to multi-task and the desire to take on new responsibilities or tasks as necessary. The Office Manager will be part of the Commercial Property Management team as well as the Accounting team.

### **Essential skills for this position include:**

- Commercial property management, accounting and/or any real estate experience is a plus
- Attention to details is critical
- Professional customer service and multi-tasking skills
- Exceptional communication and management skills
- Software skills needed include Microsoft Word, Excel, and Microsoft Office
- Experience with Microsoft PowerPoint and any accounting software a plus

### **Education:**

- High school education or equivalent is required, and 4-year college degree is preferred.

**Please send resume to Chad Broadwell and Tammie Rhodes at [cbroadwell@grubbventures.com](mailto:cbroadwell@grubbventures.com) or [trhodes@grubbventures.com](mailto:trhodes@grubbventures.com).**