

## **Front Desk Receptionist/Administrative Assistant**

The Receptionist/Administrative Assistant is responsible for providing administrative and office services support in order to ensure effective and efficient operations.

### **Receptionist Responsibilities**

- Answer and route incoming calls for BKM Capital Partners - make sure to be available when incoming calls are received. Answer politely, speaking clearly and professional.
- Greet, welcome and assist visitors in a professional and pleasant manner.
- Handle incoming and outgoing mail - receive, sign and sort mail and packages and distribute accordingly. Postdate and/or certify outgoing mail.
- Send, receive and distribute faxes.
- Keep supplies inventory for: Break Room and Mail Center. Order supplies for our remote offices. Ensure we are getting best prices for supplies and that good judgment is used for what is ordered.
- Keep reception, lobby, kitchen and conference rooms tidy and neat at all times (make sure that the conference rooms are tidied up after each meeting has ended). Ensure that break room has utensils, napkins, coffee. Supervise refrigerator cleaning once a week.
- Set-up conference calls or Skype calls when needed.
- Monitor master calendar for conference rooms' use.
- Send and receive e-mail notifications, update staff contact list, assist with events and special projects.
- Provide administrative duties as indicated below.

### **Administrative Responsibilities**

Provide administrative support to ensure that company operations are maintained in an effective, up-to-date and accurate manner.

- Maintain office files, create labels/folders (keeping consistent format), mailing and FedEx labels as requested
- Run Errands as needed for BKM Capital Partners
- Order lunch for special meetings (i.e. team meetings or client meetings)
- Assist with and coordinate repairs to office equipment
- Prepare various documents using Excel, InDesign and Word
- Prepare investor binder packages
- Assist with and prepare expense reports for staff as requested.
- Assist with travel arrangements for team members as requested.
- Assist Acquisitions as needed creating tour binders, making copies and any other administrative duties
- Maintain and manage office and communicate with company of any updates
- On-boarding of new employees: Plan travel (if necessary) basic desk supplies
- Schedule and coordinate office socials (St Patty's Day, Memorial Day, Fourth of July, Thanksgiving, etc)
- Input Legal Invoices each month
- Provide administrative back-up for Executive Assistant / Marketing Assistant

## **Qualifications**

- 3+ years of work experience in a reception / administrative role
- Proficient using Microsoft Office & Outlook skills.
- Strong organizational and administrative skills with a keen attention to detail
- Reliability, Punctuality (8 am – 5 pm Monday – Friday)
- Excellent written and oral communication skills
- Positive Attitude, Friendly, Good Sense of Humor, Team Player, Fits into the Culture
- Effective Multi-tasker

**Salary:** Hourly compensation that competitive and commensurate with experience. Benefit package offered for full time employees.

**Selection Process:** Please submit resume and cover letter with salary history

Headquartered in Newport Beach, California, BKM Capital Partners is a fund manager specializing in the acquisition and improvement of value-add multi-tenant industrial properties in metro areas across the Western U.S. Combining a deep knowledge of this niche industrial product type with in-house capabilities including on-site property management, asset management, and structured financing, the firm continues to build on its proven track record, generating strong results with high levels of transparency and engagement for investors. Additional information is available at [www.bkmcapitalpartners.com](http://www.bkmcapitalpartners.com). Resumes can be submitted to [brea@bkmcpc.com](mailto:brea@bkmcpc.com)

## **At Will Statement**

Employment at BKM Capital Partners and its subsidiaries is Employment At-Will.

*BKM Capital Partners is an Equal Opportunity Employer. We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, protected medical condition, disability or any other protected status in accordance with all applicable federal, state and local laws.*