



Administrative Assistant

MW Enterprises LLC is a vertically integrated full-service, forward-thinking real estate developer with a reputation for transforming properties into successful, profitable assets. We build solid partnerships with clients to provide clear communication and proficient execution, enabling us to successfully acquire, finance, develop, market, and manage many of the up-and-coming development projects in our focus areas.

MW Enterprises LLC is a certified Small Business Enterprise (SBE) and Women-Owned, Disadvantaged Business Enterprise (DBE)

Mission

To transform the urban and underrepresented landscapes by investing in, owning, and developing real estate, with a commitment to improving community living standards, and changing the global landscape through aesthetic, functional, and environmental awareness.

Vision

To solidify our position as a premier company in real estate, by achieving extraordinary results for our portfolio and our customers; building satisfying careers for our people, and earning a fair return on the value we deliver.

Core Values

- **Inspired:** We develop and apply world-class technology, attack complacency, and continually improve. We do work that we are deeply passionate about and do what we love as a means of contributing to something greater than ourselves. We listen, learn, and seek out the best ideas. We attack complacency and continually improve.
- **Authentic:** We are uncompromising in our integrity, honesty, and fairness. We are committed to our brand, mission, and values. We do not strive for perfection; we prioritize progress, community development, and authenticity. We are always honest and as transparent as we can be.
- **Sustainability:** We improve the quality of life in communities where we work by respecting local cultures, engaging local people, and protecting the environment. We are relentless in keeping people safe from harm, and we provide a healthy work environment.
- **Tenacious:** We are passionate about excellence and doing our work right the first time. Our reputation depends on our delivered value in the eyes of every customer and community so we never settle, strive to get sh*t done and go above and beyond to get it done well. We lead with persistence and encourage our team to knock down walls – literally if necessary. Breaking down barriers will always be supported.

We are a small but thriving company, interested in hiring and keeping the best employees possible



- **Entrepreneurial:** We are creators, leaders, and self-starters. We enthusiastically embrace change; openly challenge convention; and view failures as learning opportunities.
- **Relationships:** We build positive, long-term relationships with our customers, joint-venture partners, subcontractors, suppliers, and colleagues that are built on trust, respect, and collaboration.
- **Together:** We are a people-focused organization, showing empathy and remembering that our humanity sets us apart. We actively build a diverse, inclusive, and collaborative work environment where all views are welcomed, openness is encouraged, and teamwork and merit are cornerstones. Each member of our team is integral to our overall operation and ultimately our success. We aspire to be the employer of choice in our industry.
- **Grateful:** We are grateful for our team, our community, and to be a part of this movement. We understand that hard work breeds success, and we celebrate our role in our successes while being reminded not to take it for granted.

Job Summary

MW Enterprises LLC is looking for an Administrative Assistant (AA) to provide support to the office teams and the CEO. The AA will manage a wide range of support functions in a fast-paced, growing environment, including providing administrative support to and assisting the CEO with email and calendar management, creating systems and structure, implementing processes, organization, documentation, etc. The AA will be a key member of the team and like everyone on the team, may be asked to jump in to assist in areas outside of their primary responsibilities. The AA will serve as information and communication liaison for the MWE office; plan and schedule meetings/appointments, organize and maintain paper and electronic files, support project work, conduct research, and disseminate information via phone, email, mails services, and websites. The AA should be flexible, proactive, and resourceful with a high level of professionalism. Confidentiality is crucial to this role.

Objectives

1. Enhance the CEO's effectiveness by providing information and time management support.
2. Create a productive working environment through orderly management of the office space.
3. Ensure uninterrupted internal workflow through refined processes and the completion of administrative tasks.
4. Perform and coordinate office activities and store, retrieve, and integrate information for dissemination to teams.

Responsibilities/Duties

1. Work in conjunction with Project Managers and Management staff as needed.

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2. Help grow & organize the MWE real estate investments & development company.
 - a. Help to automate processes, procedures, and systems
 - b. Update and maintain office filing, inventory, mailing, and database systems.
3. Assist and produce work across the lifecycle of projects.
4. Prepare, type, format, proofread, edit, review, and redact key documents. Note errors and input accurate information for the following:
 - a. Property information collected by our Principals and property auditors
 - b. RE reports
 - c. Proposal documents and Scopes of Work, when necessary
 - d. Closing documents - in collaboration with other staff members (Construction Field Leads, Project Managers, Design Managers, etc.)
 - e. Requests for Information, quotations, and bids from vendors
 - f. Office Budgets
 - g. Expense reports for Office and CEO
 - h. Presentations, Spreadsheets, etc. using Microsoft Office programs
5. Answer, screen, and reroute phone calls to the appropriate staff.
6. Respond to questions and provide information in response to inquiries.
7. Coordinate office and conference room calendars, schedule key appointments and conference calls, prepare meeting documents and materials, and set up conference rooms as necessary.
 - a. Schedule, coordinate, and oversee a wide variety of internal/external meetings/events (local, offsite, or by video conferencing), including client dinners, and cocktail/networking events.
8. Provide support to the CEO:
 - a. Assist in the management of the CEO's calendar. Understand business priorities to offer alternatives, tradeoffs, and consideration of the most efficient use of the CEO's time, and provide timely reminders as necessary.
 - b. Manage travel arrangements for the CEO; anticipate and coordinate point-to-point travel and logistics needs.
9. Provide reception services to office visitors, including clients, interview candidates, vendors, etc.
 - a. Notify appropriate staff when guests arrive.
 - b. Assist in coordinating job interviews.
10. Support business objectives under guidance by building working relationships with clients and client assistants to facilitate information flow and scheduling.
11. Receive, screen, and sort according to priority all incoming mail and general office emails. Promptly review, respond to, or reroute general inquiries as needed.

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12. Provide general administrative support: data entry, incoming and outgoing mail, copying, faxing, digital and physical filing, maintaining contacts and email distribution lists, maintaining marketing posts and any other databases as instructed from time to time.
13. Inventory and restock office and common area supplies.
14. Keep records of business transactions and other office activities.
15. Maintain the highest levels of internal and external confidentiality.
16. Other duties as assigned.

Qualifications

1. Bachelor's degree preferred.
2. 2+ years of experience as an Administrative Assistant, Executive Assistant, Office Assistant, or related experience.
3. Administrative experience in architecture, development, engineering, or real estate is a plus.
4. Tech savvy and computer literate. Expert in Microsoft Office Suite and/or GSuite applications required.
5. Impeccable verbal and written communication skills.
6. Demonstrated time management and prioritization skills.

The Ideal Candidate/Important Qualities

1. Communication Skills: Must understand and communicate information effectively when interacting with others in person, remotely, or in writing.
2. Computer Skills: Must be good at word processing and other basic computer skills that are necessary for the AA to do many of their tasks. MWE keeps files and records on computers and in the cloud. The AA must be able to quickly navigate and use these resources.
3. Customer Service and Interpersonal Skills: Must respond to questions and provide information, and work closely with a wide variety of people, from internal staff to the public.
4. Detail-Oriented: Must demonstrate excellent attention to detail for key tasks such as proofreading documents and arranging schedules.
5. Organization Skills: Must be able to find files and important information quickly and efficiently. Should be able to prioritize tasks and efficiently manage time.