

Job Description



Job Title: Administrative Assistant

Reporting To: Manager of Investor Relations

Job Function: Administrative

Job Location: Cleveland, Ohio

Summary:

The Administrative Assistant will be responsible for assisting and supporting the Manager of Investor Relations, the Managing Director of Business Development, the Chief Financial Officer, and the Director of People Operations. The ideal candidate will be detail-oriented and a true team-player, willing to support wherever needed. This role often serves as the face and voice of GBX, interacting with our investors, advisors, partners, and job applicants, so a professional presence must be maintained at all times. In addition to supporting the Manager of Investor Relations, the Managing Director of Business Development, the Chief Financial Officer, and the Director of People Operations, the Administrative Assistant is a member of the Administrative team, providing back-up Receptionist support, as needed.

GBX Group is an innovative, entrepreneurial organization. Working with our investors, we are dedicated to the revitalization of historic real estate properties in some of the greatest cities in the US. Our culture is unique and very important to us. We challenge one another, work hard and truly enjoy how our work makes a difference to people in the communities we serve. We are looking for someone who is smart, driven and passionate about being part of a team that makes a real impact to join GBX as our Administrative Assistant.

Essential Duties and Responsibilities:

Administrative Responsibilities:

- Assist with investor mailings, distribution of investment fund documents, and the collection/tracking of signed subscription agreements.
- Assist with investor portal management and the consent form process.
- Monitor the investor relations mailbox and assist with responding to miscellaneous investor requests.
- Input and manage leads, contacts and accounts in the CRM system (Zoho); assist with CRM reporting for Business Development.
- Assemble investor materials and coordinate its delivery to the appropriate person/locations throughout the country.
- Manage calendars, schedule meetings, arrange interviews and company trainings, and coordinate conference calls.
- Coordinate meeting set-up including food & beverage orders for internal and external business development meetings, investor relations' meetings, company events, and company trainings.
- Assist with new hire on-boarding, creating training plans, scheduling meetings, and coordinating with IT, Admin, and Marketing to ensure a smooth on-boarding process.
- Research restaurant, venue options, point-of-contact and payment methods for meetings, luncheons, and events.

Miscellaneous Responsibilities:

- Be a member of the Administrative team and support the Receptionist with phone management and welcoming guests, as needed.
- Assist Receptionist when needed relating to internal meetings and special events.
- Provide administrative support to guests as needed (Wi-Fi access, faxing, etc.).
- Assist with opening and closing the office on occasion.
- Typical office hours, with the need to work outside typical office hours on occasion.

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Education / Experience:

- A high school diploma required (bachelor's degree preferred).
- 3+ years' experience providing administrative support in a business-related field.

Knowledge Skills & Abilities:

Knowledge, skills and abilities listed below are the requirements needed to be proficient in this role.

- Demonstrate behaviors consistent with the organization's Cultural Norms and Core Values.
- Strong Initiative along with a willingness to jump in and solve problems.
- Self-directed and able to work well cross-functionally with individuals at all levels of the organization.
- Strong team player with the ability to work harmoniously with others.
- Well-organized and hard-working with the ability to prioritize and multitask.
- Creative, innovative, and adaptable to changing conditions in a fast-paced environment.
- Maintain a positive and engaging attitude; develop relationships with investors, advisors, and partners.
- Excellent written and verbal communication skills; knowledge of accepted business language.
- Results-oriented and detail-oriented with a passion to excel.
- Ability to keep information confidential.
- Display utmost professionalism.
- Exercise sound judgment.
- Meet deadlines.

Computer Skills:

- Proficiency with Microsoft Office software (Word, Excel, PowerPoint, Outlook).
- Be comfortable using online software for CRM administration and conducting research.
- Experience creating reports in a CRM system preferred.
- Experience with document management systems preferred.

AAP/EEO Statement:

GBX provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law. GBX hires and promotes individuals solely on the basis of their qualifications for the job to be filled.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions and perform any other related duties as assigned by their supervisor.