

Position: Office Manager

Job Location: Detroit, MI

Terms: Full Time

Position Availability: Immediately

About The Platform:

The Platform was launched in 2016, to be a driving force in the rebuilding of Detroit. We are committed to inclusive development, working within the city of Detroit and across neighborhoods from center city to the westside and eastside. Our team has decades of experience and a legacy of successful developments. Our vision includes quality residential, commercial and retail opportunities. We develop in ways that honor and contribute to Detroit's existing social and physical fabric with the goal of creating places and spaces in Detroit that bring people together. Our mission embraces revitalizing neighborhoods, inspiring the next generation and using design as a tool to make Detroit a great place to live.

Job description:

The Platform is looking for a highly organized and experienced executive level office administrator to join our team in our Detroit office. The office manager will be responsible for supporting our staff and managing the day-to-day operations of our organization to keep in running smoothly and efficiently. To be successful, you must be able to manage multiple priorities and deadlines in a fast-paced environment with exemplary communication and follow through.

Responsibilities include:

1. Responsible for office reception duties including greeting guests, receiving and sending mail, answering phones and relaying messages
2. Perform a variety of administrative functions including notetaking, record scanning & filing, producing documents and presentations
3. Assist with scheduling, coordination and execution of company meetings and events
4. Maintain order and supplies of all common areas of the office, including kitchen, conference rooms, lounges, print areas, and supply closets
5. Resolve office-related malfunctions and respond to requests or issues
6. Develop and maintain relationships with vendors and partners used for routine services and deliverables
7. Research and book travel reservations
8. Assist members of the team with miscellaneous tasks, as needed, and complete special projects, as assigned

Qualifications:

1. A strong passion for Detroit and development – a Detroit resident is preferred
2. Exceptional organizational, communication, and writing skills
3. Ability to work independently to support multiple projects simultaneously and prioritize competing demands in a fast-paced environment
4. Self-motivation and strong problem-solving skills
5. Ability to interface effectively with all levels of management and high-profile community leaders in a professional manner – exercising the highest level of confidentiality at all times
6. Proficient in Microsoft Office suite – including Word, Excel, PowerPoint, and Outlook
7. Minimum of 5 years of professional experience or completion of specialized executive secretarial training program