

Job Description

Position:

Team Coordinator – Capital Markets Team

Position Overview:

The Team Coordinator will provide a wide variety of administrative support to the Capital Markets Team.

Key Responsibilities:

- Diligently monitor incoming/outgoing mail and email, schedule meetings, conference calls, and other company activities for the team, prepare and distribute bi-weekly team meeting materials, process conference registrations, coordinate travel, and manage calendar conflicts.
- Answer telephones and handle voicemail messages. Ensure client and employee calls are handled in a professional and courteous manner.
- Work independently and within a team on nonrecurring and ongoing projects. Assist team with project management of special events, which may include: planning and coordinating multiple presentations, team building trips and annual investor meetings, disseminating information, and organizing company material / due diligence.
- Prepare and reconcile monthly expense reports for certain team members and ensure that all team members' expenses are submitted for approval in a timely fashion.
- Maintain contact database utilizing both Microsoft Outlook and Salesforce.
- Facilitate the execution of standard processes and procedures along with project team and establish and ensure compliance. Assist Team Leaders in implementation of continuous improvement projects / processes.
- Serve as point of contact for project communications while building relationships with stakeholders and investors.
- Assist Team Leader in managing change within team and organization in support of project initiatives.
- Produce general correspondence, memos, tables, graphs, charts, presentations, etc. from handwritten copy. Edit and proof for errors.
- Organize and maintain files to include investor correspondence, special projects, and other documents.
- Compilation of presentations and weekly reports using Microsoft Word, Excel and PowerPoint.
- Maintain accurate and current records of subscription lists / renewals, investor contacts, conference attendance, and other team / corporate related matters.

Job Requirements:

- Position requires a high level of interpersonal skills to handle sensitive and confidential situations and information. Any such confidential information must be maintained in the strictest of confidence. Position requires demonstrated poise, tact, and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization including external contacts.
- Must take the initiative and have the intuition to anticipate needs and be proactive in improving effectiveness and efficiency of the position and the group.
- Work with team leadership to set expectations for deliverables and timelines with team to drive execution of work.

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- Candidates must have proven experience in assisting in maintaining project records, document control, and general administrative duties on projects or programs. Ability to arrange detailed travel plans and itineraries.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Knowledge of a variety of computer software applications in word processing, spreadsheets, database and presentation software (MSWord, Excel, PowerPoint, Salesforce).
- Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines.

Company Overview:

Rockbridge is an integrated hotel investment firm that has executed on approximately 330 hotel investments in 44 states over the past two decades. Since 1992, Rockbridge's team has invested nearly \$3 billion in the hospitality industry as part of approximately \$5 billion of total transaction capitalization. The principals of Rockbridge have formed and managed ten hospitality-focused investment funds with predominantly institutional investors. For additional information about Rockbridge, visit www.rockbridgecapital.com.

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