

Job Description

Position:

Office and Facilities Assistant

Position Overview:

As a member of the Operations Team, the Office and Facilities Assistant is responsible for handling day-to-day facilities-related issues, managing company inventory levels, maintaining cleanliness and organization of the office, and providing general administrative support.

Key Responsibilities:

- Manage company vendor relationships; place and expedite orders, verify receipt, and stock items.
- Manage inventory levels of workroom, café, and general office supplies; run errands as needed.
- Maintain organized office environment, including file cabinets, storage rooms, and public areas.
- Monitor office needs and equipment operation; troubleshoot failures, call for repairs.
- Order office furniture and specialty office supplies as needed.
- Maintain order and cleanliness of all conference rooms and general office space, including cleaning white boards and cleaning up after meetings.
- Maintain supplies for RBX Fitness; manage towel service and cleanliness of changing rooms and gym area.
- Copy, bind, and package various documents as needed.
- Schedule meetings, conference calls, appointments, travel, and other company activities.
- Coordinate special projects, including company events, internal / external company meetings.
- Create general correspondence, including memos, emails, and letters, and be able to edit / proof for errors.
- Prepare monthly expense reports and handle confidential and non-routine information.
- Collect and deliver company mail; distribute companywide communications.
- Answer phones and manage voicemail messages on main line in a professional and courteous manner.
- Enhance organizational reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Function as back-up to other administrative personnel as needed.

Job Requirements:

- Excellent organizational skills; ability to establish priorities and meet deadlines.
- Able to work in fast-paced environment with demonstrated ability to juggle multiple competing tasks.
- High level of interpersonal skills; ability to handle sensitive and confidential situations and information.
- Demonstrated poise, tact, and diplomacy.
- Intuition to anticipate needs and initiative to improve effectiveness / efficiency of position.
- Ability to arrange complex and detailed travel plans and itineraries.
- Able to interact and communicate with individuals at all levels, including external contacts.
- Proficient knowledge of Microsoft Office Suite of products.
- Strong attention to detail in composing, typing, and proofing written materials.
- General operating knowledge of a variety of office equipment.

Company Overview:

Rockbridge is an investment platform with over 20 years of experience investing in real estate and operating companies. We have made over 340 investments in 44 states in transactions worth more than \$5 billion. Through our deep, in-house experience and strong relationships, Rockbridge has delivered a long track record of attractive risk-adjusted returns across multiple cycles.

Contact Information: resume@rockbridgecapital.com