

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 a private equity firm that invests in hotels. Over the past 20+ years, it has made more than 325 debt and equity hotel investments in 44 states in transactions worth more than \$5 billion. Through deep in-house experience and a strong foundation of industry relationships, Rockbridge has delivered a track record of attractive risk-adjusted returns across multiple cycles and is well-positioned as a leading investor in hospitality.

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