



JOB TITLE:
CLASSIFICATION:
REPORTS TO:

Executive Assistant
Non-Exempt
Vice President of Construction

POSITION SUMMARY:

The purpose of the Executive Assistant position is to provide administrative support to the Vice President of Construction of MIMCO, Inc. and assist with the day-to-day functions and operations of the Construction Department in all aspects of the management of commercial real estate.

ESSENTIAL FUNCTIONS:

The duties and responsibilities of the Executive Assistant position include, but are not limited to, the following:

- Provide administrative support to the Vice President within the Construction Department on a day-to-day basis;
- Assist the Vice President in maintaining tenant, contractor and consultant relations and ensuring tenant satisfaction on an on-going basis, including engaging in regular communication with tenants, contractors and consultants.
- Review and process pay requests using AIA G701/G702 applications;
- Prepare construction contracts, construction documents, and official correspondence;
- Perform data entry of budgets and cost estimation;
- Use computer software tools and products provided by the company (i.e. Microsoft Outlook, Word, Excel, and Yardi Voyager);
- Ensure that construction/project files are properly maintained and kept in accordance with company policy and procedure;
- Perform accounting functions;
- Provide administrative support to other departments of MIMCO, Inc. including, but not limited to, managing the phones at the front desk, and supporting the Property Management, Leasing, Maintenance, and Accounting Departments, on an as needed basis;
- Abide by all company policies and procedures;
- Perform any and all other duties and responsibilities as directed and assigned by management.

REQUIRED EDUCATION AND EXPERIENCE

MINIMUM EDUCATION:

- Associate's degree or equivalent combination of education or experience required (bachelor's degree preferred);

MINIMUM EXPERIENCE:

- Minimum of one-year **commercial** construction management experience, or a minimum of one-year experience in a challenging service environment.

MINIMUM SKILL REQUIREMENTS:

- Proficient in Microsoft Office Products, especially Excel (Outlook, Word, Excel, PowerPoint);
- Ability to multi-task and prioritize work assignments to meet deadlines and job requirements
- Strong written and verbal communication skills;
- Excellent customer service and interpersonal skills;
- Knowledge of basic accounting and mathematic skills;
- Ability to succeed in a team environment;
- Self-motivated and proactive, both with respect to managing workload and personal career development;
- Bilingual (English/Spanish) preferred.

PHYSICAL DEMANDS

- Ability to sit most of the time using office equipment and computers, however, may involve walking or standing for brief periods of time.
- Ability to lift, push and pull a minimum of 20 pounds.
- Ability to climb stairs in an office building.
- Ability to read and communicate verbally and in written form in English.

COMPENSATION AND BENEFITS

The position of Executive Assistant is compensated on an hourly basis, at a rate determined by management of MIMCO, Inc., commensurate with candidate experience and qualifications. In addition, MIMCO, Inc. provides the following benefits to eligible employees:

- Health insurance coverage
- Short- and long-term disability plan
- Flexible spending accounts
- Paid Time Off

COMPANY OVERVIEW

MIMCO, Inc. was founded in 1972 to provide real estate investment opportunities in El Paso, Texas. With over 45 years of experience in the real estate business, our portfolio has grown to include approximately 325 properties in Texas and New Mexico.

Our shopping centers range in size from 8,000 to 276,000 square feet and office/warehouse projects from 1,200 to 196,000 square feet. MIMCO currently has over 1,750 tenants many of which have multiple locations with us. Because MIMCO only manages properties in which we have a vested interest, we take great pride and extra care to ensure that our properties are well maintained and that our property management team is responsive to our tenants' needs. This strategy has been the key to our success, as it keeps our tenants happy and oftentimes leads to new opportunities to work with them again.

MIMCO is seeking new opportunities throughout Texas and the Southwest. Whether nationally recognized or a first business, with our open and responsive approach, we make deals happen. If you need a commercial location, build-to-suit, pad site or warehouse, MIMCO is your answer!

EQUAL EMPLOYMENT OPPORTUNITY

MIMCO, Inc. is an equal opportunity employer and makes employment decisions without regard to race, color, religion, sex, national origin, citizenship, age, disability or any other protected trait.