



# MIMCO

Commercial Real Estate Management & Investments

**JOB TITLE:** Executive Assistant  
**CLASSIFICATION:** Non-Exempt, Full-Time

## POSITION SUMMARY:

MIMCO is seeking a highly motivated, self-starter to join our El Paso team as an **Executive Assistant**. This individual should be a flexible team player, eager to learn, with an eye for detail and a focus on helping the team succeed. This is a full-time, non-exempt position.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist executive management with administrative tasks (i.e. correspondence, calendar, printing, mail, filing, scanning, expense reports, travel, and other general items);
- Extract and analyze requested property and tenant data from Yardi Voyager;
- Provide quality control proofing on various marketing materials, leasing forms, and miscellaneous documents, as requested;
- Independently coordinate company events including scheduling, catering, correspondence, tracking and follow-up;
- Provide notary services for all departments;
- Provide administrative support to other departments of MIMCO including, but not limited to, managing the phones at the front desk, and supporting the Leasing, Property Management, Maintenance, Acquisition & Dispositions, Construction and Accounting Departments, as needed;
- Assist with basic IT troubleshooting for upper management;
- Perform any and all other duties and responsibilities as directed and assigned by management.

## JOB REQUIREMENTS AND QUALIFICATIONS:

### MINIMUM EDUCATION:

- Associate degree or equivalent combination of education certifications and experience;

### MINIMUM EXPERIENCE:

- Minimum one year of work history in an office setting; knowledge of and experience with commercial real estate preferred.

### MINIMUM SKILL REQUIREMENTS:

- Strong ability to multi-task, handling matters with a high degree of efficiency, delicacy and confidentiality, prioritizing work assignments to meet deadlines and executive/team's needs and expectations;



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- Proficient in computer software tools and products (i.e. Microsoft Suite, Yardi Voyager and Adobe Acrobat);
- Very strong written and verbal communication skills in English and basic mathematic skills;
- Highly detail oriented with an eye for proofing documents;
- Excellent customer service and interpersonal skills;
- Self-motivated and proactive with the ability to take initiative while also succeeding in a team environment;
- Strong desire to learn and grow within role;
- Notary Public or ability to become one.

## PHYSICAL DEMANDS

- Ability to sit most of the time using office equipment and computers but 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 throughout the day.

## COMPENSATION AND BENEFITS

The wage for the **Executive Assistant** position is commensurate with candidate experience and qualifications determined by management of MIMCO. In addition, MIMCO provides the following benefits to eligible employees:

- Health insurance coverage;
- Dental insurance coverage;
- Short- and long-term disability plan;
- Paid Time Off;
- Flexible spending account;
- Corporate training program to further support/develop Microsoft Office product skills

## COMPANY OVERVIEW

MIMCO 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, MIMCO's portfolio has grown to include over 325 properties in Texas, New Mexico and Arizona.

With shopping centers ranging in size from 8,000 to 230,000 square feet and office/ warehouse projects from 1,500 to 196,000 square feet, MIMCO currently has over 1,700 tenants many of which have multiple locations with it. Because MIMCO only manages properties in which it has a vested interest, MIMCO takes great pride and extra care to ensure that its properties are well maintained and that its property management team is responsive to its tenants' needs. This strategy has been the key to MIMCO's success, as it keeps its tenants happy and oftentimes leads to new opportunities to work with them again.

MIMCO continues to seek out new opportunities throughout Texas and the Southwest region and looks forward to working with clients on a potential acquisition or helping a future tenant find their next location to lease. Whether a future tenant is nationally recognized or just establishing their first business endeavor, MIMCO's open and responsive approach makes deals happen. If the need is a commercial location, build-to-suit building, or pad site, MIMCO has it – and the right people to deliver



it. If you feel you're the right candidate for a position with MIMCO and the right fit to help MIMCO deliver this type of response to its tenants, make the right choice to apply today.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

MIMCO 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.

#### **COVID-19 CONSIDERATIONS**

MIMCO has implemented measures according to CDC guidelines, including but not limited to: requiring proof of COVID-19 vaccination, requiring face covering, hand sanitizing/washing, and maintaining social distance.