

Overview

When you join Hines, you will embark on a career journey fueled by vision and guided by leaders who set the standards of our industry. Our legacy is rooted in innovation and excellence, earning us a spot on Fast Company's esteemed annual list of the World's Most Innovative Companies, as well as recognition as one of U.S. News & World Report's Best Companies to Work For in 2024. Discover endless opportunities to grow and make your mark at Hines.

Responsibilities

As an Administrative Assistant/Receptionist with Hines, you will under general supervision, provide receptionist related duties, and general administrative support. Responsibilities include, but are not limited to:

- Answer phones, forward accurate and detailed messages, and as appropriate, disseminates general information to callers. In addition, check voice mailboxes on a regular basis and advises recipients of calls or directs calls to the appropriate area.
- Greet all visitors and directly assist people when appropriate and refer to others when necessary.
- Sign for and contact appropriate person(s) of arriving facsimiles, courier and/or deliveries.
- Prepare both internal and external mail. This includes special handling packages, internal/external mailings, and mailing lists. Also distributes mail and faxes as needed.
- Obtain office mail daily, date stamp, distribute and process, as necessary.
- Maintain adequate office supply inventory. Ensure that office supplies meet assigned group's supply and stationary needs.
- Ensure receptionist area is kept in clean and professional order.
- Maintain ethical, professional, and courteous relations with all visitors and contractors.
- As requested, type and proofread various documents such as routine correspondence, meeting minutes, interoffice memos and reports.
- Copy and distribute routine reports in a timely manner.
- Perform data entry when appropriate.
- Maintain appropriate filing systems, both manual and electronic.
- Assist with special projects to support assigned area.
- Provide general administrative or clerical support as needed.

Qualifications

Minimum Requirements include:

- High school diploma or equivalent from an accredited institution.
- Two or more years experience in a receptionist or administrative role in a professional office environment.
- Draft routine business letters and documents using proper format, punctuation, grammar, diction, and style.
- Demonstrate strong initiative and customer service orientation.
- Interact with employees, visitors and vendors with poise and diplomacy.
- Interpret instructions in written, oral, and diagrammatic or schedule form.
- Ability to manage and prioritize multiple tasks while meeting deadlines.
- Demonstrate strong attention to detail and proofreading abilities.
- File alphabetically and numerically.
- Basic proficiency in Microsoft Office software.
- Type a minimum 50-WPM with accuracy.
- Communicate effectively both verbally and written.

- Ability to work in a team environment.
- Maintain strict confidentiality.
- Operate personal computer and other office equipment.
- Ability to lift up to 25lbs.
- Work overtime as business needs deem appropriate.

At Hines, we strive for excellence as a leading global real estate investment manager, driven by our by our belief that real estate is fundamentally about people. Our diverse portfolio spans \$93.2 billion¹ of assets across such property types as living, office, retail, mixed-use, logistics and life science projects – all designed to enhance value, connection and inspiration. Our strategic approach integrates local expertise with global knowledge, taking calculated risks aligned with our convictions to exceed expectations and tailor solutions to our clients' needs.

While our projects are renowned for enhancing cities and pioneering sustainable practices, we recognize that the true driving force behind Hines' success is our 5,000 dedicated employees in 30 countries who draw on our 65-year history to build the world forward. This is why we prioritize investing in our people, offering comprehensive training, competitive compensation, robust benefits and generous vacation packages. By centering our focus on the growth and wellbeing of our team, we cultivate an inclusive environment where everyone, including our clients, can thrive.

Hines is proud to be named to Fast Company's prestigious annual list of the World's Most Innovative Companies for 2024. ¹Includes both the global Hines organization and RIA AUM as of December 31, 2023.

We are an equal opportunity employer and support workforce diversity.

No calls or emails from third parties at this time please.

Link to Apply: <https://careers-hines.icims.com/jobs/12330/administrative-assistant--receptionist/job?mode=view>