

# BUSINESS OPERATIONS COORDINATOR

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** MANAGING DIRECTOR

**LOCATION:** CHASE TOWER; DALLAS, TX

## **SUMMARY DESCRIPTION:**

Assists the Regional Business Generation team of Hines Dallas with drafting communications, facilitating contract execution, administrative tasks, PowerPoint presentation preparation, meeting coordination, general correspondence and answering phones.

## **PRIMARY DUTIES/RESPONSIBILITIES:**

- Supports Hines Dallas team leaders with administrative tasks across the real estate development cycle. Tasks include but are not limited to meeting and travel coordination, general correspondence, PowerPoint preparation and answering phones.
- Answers phones, facilitates conference calls and, as appropriate, and relays general information to callers.
- Composes various documents such as correspondence, reports, and prepares charts, tables and presentations.
- Handles logistics for special and routine meetings to include coordinating schedules & conference space, food & beverage service and other logistics.
- Ensures office supplies meet assigned group's supply and stationary needs.
- Prepares and processes expense reports, invoices and billbacks.
- Manages communications and project tracker for Hines Dallas leadership.
- Completes special projects as assigned.

## **EXPERIENCE:**

- Two or more years of experience in a support role in a professional office environment
- Experience in a real estate firm a plus

## **EDUCATION:**

- Bachelor's degree or equivalent

## **SKILLS:**

- Self-motivated with ability to manage and prioritize multiple ongoing tasks through execution. Previous experience with compiling presentations and/or facilitating contract execution preferred.
- Advanced in Microsoft Office software, specifically Word, Excel and PowerPoint.
- Demonstrated ability in formatting, punctuation, grammar, diction and style.
- Demonstrates strong initiative and customer service orientation.
- Interacts with employees, visitors and vendors with poise and diplomacy.
- Manages and prioritizes multiple tasks while meeting deadlines.
- Strong attention to detail and ability to demonstrate high performance standards.
- Communicates effectively both verbally and written.
- Ability to work in a team environment.
- Maintains strict confidentiality.

## **PHYSICAL ABILITIES/WORKING CONDITIONS:**

- Works indoors approximately 100% of the time.
- Ability to lift files, records, and computer paper (approximately 5-10 lbs).
- Ability to operate computer, phone system, and general office equipment.
- Works overtime as business needs deem appropriate.

**The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities and requirements.**