**Assistant Move-In Coordinator**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

The Assistant Move-In Coordinator will provide support and administrative assistance to the Interior Designer and Move-In Coordinator. Primary responsibilities include day to day office administration, continuous support and communication with new and existing residents regards their apartment renovations, and move in. Maintaining and preparing correspondence and information to residents, vendors, and associates.

This role requires contact with the residents, their family members, and various departments within Westminster-Canterbury.

**RESPONSIBILITIES**

* Assist the Interior Designer with general clerical duties including but not limited to photocopying, mailing, scheduling appointments, etc.
* Prepare and distribute correspondence and information to residents, vendors, contractors and internal contacts as directed by the Interior Designer, Move-In Coordinator.
* Perform administrative and reception duties. Intercepts incoming residents into the office. Answers the majority of phone calls and handles small inquiries & scheduling items.
* Screen incoming correspondence, based on instructions, and pass telephone calls and mail. Serve as resource for resident/their families and the marketing, resident life and general service team members.
* Maintain spreadsheets and data as specified by Interior Designer/Move-In Coordinator. Maintains spreadsheets on a daily/weekly basis; Apartment Release/Move Outs, Renovation Work Orders, Closing Packet Paperwork. Manage and distribute closing packet paperwork. Submit and monitor work orders on a daily & weekly basis.
* Data entry into Salesforce. Sends out weekly email to staff regarding updating & prints every Friday. Manages calendar for scheduled for renovations, inputs sheets into renovation binder.
* Create and maintain an atmosphere or warmth, personal interest, and a positive, calm environment. Use professional judgment to plan and organize the department and office in proper and efficient form. Help maintain a professional environment. Demonstrate initiative in offering to pitch-in and help others wherever needed.
* Assist with the coordination and scheduling of move-ins/transfers/move-outs. Schedules all location moves with vendors.
* Coordinate Hoy/ES/IL apartment releases. Submits all F&J related Work Orders and monitors status.
* Data entry and submission of weekly invoices. Submits invoices to accounting every Tuesday, Inputs all invoices into budget tracker once approved, sorts invoices. Files physical invoices. Handles any invoice inquiries from vendors regarding payment. Maintain budget spreadsheets.

**QUALIFICATIONS**

* High School Graduate, At least Associate’s degree preferred.
* At least two years’ experience in an administrative support role.
* Experience in Customer service and support.
* Ability to handle multiple priorities and respond in a high pressure environment
* Excellent interpersonal skills.
* Excellent communication skills, both verbal and written.
* Competent in organizational, time management skills, attention to details and accurate record keeping skills.
* Demonstrates good judgment, problem solving and decision-making skills.
* Self-starter, sees what needs to be done and take the initiative to handle it.
* Proficiency in computer skills, Google & Microsoft Office Applications, with ability to learn new applications.
* Advanced in Microsoft Excel.
* Exceptional customer service skills.

**BENEFITS**

* Health & Dental Available Day 1 for new employees!
* Dental Insurance
* Life Insurance
* Long-term Disability Insurance
* Medical Insurance
* Short-term Disability Insurance
* Employee Assistance Program
* Retirement Plan with employer match
* Paid Time Off (PTO)
* Employee Discounts
* Excellent Advancement Opportunities
* Scholarship Program for Employees/Family Members
* Tuition Assistance
* Six paid holidays
* Vision