



## DWIGHT CAPITAL

### General Administrative Assistant/Receptionist

Dwight Capital is a leader in commercial real estate finance and is one of the largest FHA/HUD lenders in on multifamily and healthcare properties in the United States. We have been a top-5 Multifamily HUD lender over the past six years by both transactions and dollar amount. Our range of services includes commercial lending across a variety of platforms such as FHA/HUD, Bridge, and Mezzanine Financing as well as Preferred Equity for both stabilized and new-construction properties.

Dwight is seeking a team player who has a “no job too big or too small” attitude. A proactive thinker with a can-do mentality who is ambitious and intuitive will prove successful. Dwight is looking for an individual who takes pride in their work and flourishes in a fast-paced environment. Can't be hesitant to roll up their sleeves and get the job done. Must have the ability to manage time wisely, follow up, and communicate status of projects. Our ideal candidate will take direction from the Executive Management team well, offer creative and prompt solutions to issues and provide meticulous attention to detail.

### Role & Responsibilities

- Schedule & prepare for meetings, conference calls, visitors, in-office vendors, support staff
- Maintain orders of groceries, meals, office supplies, shipping materials, and all other deliveries
- Daily setup of kitchen in the morning and maintain stock throughout the day
- Take pride in the appearance of the office, maintain all facilities throughout the day and manage the cleaning staff
- Assist with scheduling ad-hoc projects
- First face to visitors; greet & direct all visitors as they enter the office
- Answer and route calls to the main office line
- Manage all mail & packages in or out of the office
- Book company travel
- Interface with 3<sup>rd</sup> party vendors and building management

### Required Experience & Skill Sets

- Must be a go-getter and take initiative to solve problems
- Experience working with a team
- Strong communication skills with vendors, building support, and internal staff
- Ability to prioritize tasks with strong time management skills
- Ability to troubleshoot issues independently
- Experience with Microsoft, Shipping, Ordering, and Booking software

### Overview of Benefits

- 401(k) & profit-sharing programs

- Healthcare Plan including dental & vision, as well as HAS account options
- Floating holiday schedule (9 Days)
- Paid Time Off (PTO) commiserate with experience & tenure
- Transit & parking pre-tax plans with company subsidy where eligible
- Fully stocked kitchen (Kosher & Non-Kosher) as well as food delivery several times a week
- Wellness Benefits such as discounted gym memberships and group fitness classes
- In-office services such as chiropractor, nail, & hair appointments