



<b>Job Title:</b>	<b>Office Manager</b>
<b>Location:</b>	<b>231 S. College Ave.   Indianapolis, IN 46202</b>
<b>Compensation:</b>	<b>Depends on Experience</b>
<b>Benefits Offered:</b>	<b>401K, Dental, Life, Medical, Vision</b>
<b>Employment Type:</b>	<b>Full Time, Non-exempt</b>
<b>Work Schedule:</b>	<b>8:00 AM – 5:00 PM, Mon. – Fri.</b>

The Office Manager works directly with the Senior Vice President of Development and various personnel in the Indianapolis Office. This position provides information to HR, Accounting, Property Management and Construction as needed, and manages the front desk and office.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Coordinate Outlook calendar, organize meetings (room, food, etc.)
- Manage contracts for cleaning, office equipment and supplies
- Type correspondence and create spreadsheets as needed
- Assist in development of loan proposals, prospect proposals and other presentations as needed
- Coordinate travel arrangements
- Work with attorneys on closings and litigation matters
- Greet all visitors
- Sort and distribute mail, faxes and overnight packages
- Prepare overnight packages and outgoing mail
- Order office supplies, look for ways to cut expenses
- Handle maintenance requests for office
- Perform other related duties and assignments as required

**Qualifications:**

- High school diploma, as well as minimum of five years of work experience in this area
- Excellent verbal and written English language skills
- Proficiency in Microsoft Office Suite including Word, Excel, Outlook, PowerPoint
- Knowledge of Adobe Acrobat, Illustrator and/or Photoshop a plus
- Type 50+ wpm accurately
- Exceptional phone etiquette and customer service skills
- Multi-tasking and organizational skills are essential
- Must pass a pre-employment screening

**Compensation:**

- The Office Manager compensation will be commensurate with experience depending on experience and qualifications. This range is subject to local, state and regional dynamics and maybe adjusted up or down depending on market conditions.

**Physical Demands:**

- General office working conditions



**Relationships/Supervision:**

- Employee reports to the Senior Vice President/Partner

**Access to Confidential Information:**

- Employee is privy to confidential information and must be able to handle it in a professional and confidential manner.

***This description is not all inclusive and duties may vary.***

**About Holladay Property Services:**

Holladay Properties is a full-scale land development, design/build and fully-integrated real estate company, as well as one of the largest medical office management firms in the country.

Employee Benefits include:

- Medical, dental, vision, 401K
- Casual Fridays
- Employee development
- Community involvement
- Competitive compensation
- Flexible schedules
- Free parking

