

Zeller owns and operates assets in Georgia, Illinois, Indiana, Minnesota, Ohio, Oregon, Texas and Wisconsin, and we continue to grow and expand our holdings nationally. Since our founding, Zeller has delivered results for our partners and investors by providing best-in-class service and innovative solutions. We are looking to add an **Executive Administrative Assistant** to our Corporate Property Management team in Minneapolis.

To perform this job successfully, an individual must be organized and be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential duties and responsibilities include, but are not limited to, the following:

- Solid organizational skills, displayed through use of technology as well as hard copy
- Ability to manage meeting minutes/document notes, update schedules as needed
- Work with other departments/portfolio properties to obtain reports and prepare summary schedules of findings (A/R, Industry Exposure, Stacking Plans, Critical call in information, etc.)
- Thorough command of software including MS Office Suite, Adobe InDesign and Photo Shop.
- Firm grasp on social media, how to use it to the benefit of the project or assignment
- Assist in the preparation of local/regional presentations
- Multi-task through interface with projects and people

A successful candidate will have:

- 1-3 years of Commercial Real Estate Experience
- Have a positive "can-do" attitude
- Be resourceful, understand the resources available both internally and externally
- Exhibit solid and thoughtful writing style
- Be a team player that appreciates collaboration but can work on their own

Interested in hearing more? Reach out to Kandace Collins – [kcollins@zeller.us](mailto:kcollins@zeller.us)