

OFFICE ADMINISTRATOR – Commercial Real Estate

InSite Realty Partners, LP is an established, privately owned commercial real estate company in Houston, Texas specializing in project leasing, property management, asset management and development services for over 9 million square feet. InSite also focuses on the acquisition and disposition of properties and investment sales and brokerage services.

We are looking for a motivated, self-starting individual to join our team as a full-time Office, Human Resource, Benefits and Payroll Administrator.

Job Description/Responsibilities:

- Ensure the Office Runs Smoothly on a Day-to-Day Basis
- Responsible for Office Equipment/Contracts
- Payroll Processing Semi-Monthly (ADP)
- Human Resources/Personnel Administrator
- Company Benefits Coordinator/Administrator (Employee Handbook, Health Insurance, Simp IRA, Vacation, Etc.)
- Company Insurance Coordinator/Administrator
- I. T. Liaison
- Support to 4 Partners as Needed
- Various Other Projects

Qualifications:

- Undergraduate Degree
- 10+ Years of Experience
- Microsoft Office/Outlook and Spreadsheets. Knowledge of MRI a plus
- Very Organized
- Team Player
- Strong Initiative, Honest, Trustworthy and Customer Service Oriented

Comprehensive Benefits Package

Please email your cover letter and resume to Lynn Dippon for consideration at ldippon@insiterealty.com.