

Position Title:	Administrative Assistant – Real Estate Development	Employment Status/Location:	Full-time, On-site Winston-Salem
Reports To:	Closing Project Manager	Education Requirement:	High School Diploma or Equivalent
Pay Rate:	\$18.00-24.00/hr; non-exempt	Additional Education/Certification:	See below

SUMMARY

The Administrative Assistant – Real Estate Development provides administrative, organizational, and project support to ANCHOR's Development team. This position plays a critical role in maintaining project documentation, coordinating meetings and schedules, supporting development activities, and ensuring accurate recordkeeping throughout the affordable housing development process.

The Administrative Assistant supports projects from concept through completion by maintaining organized files, assisting with development applications and reports, coordinating internal and external meetings, and providing general administrative support that contributes to the successful execution of ANCHOR's mission to create affordable housing and strengthen communities.

DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform the following duties:

Document Management & Recordkeeping

- Maintain electronic filing systems for development, lending, and real estate project documentation.
- Scan, organize, index, and archive project records in accordance with departmental procedures.
- Ensure project files remain current, accurate, and easily accessible.
- Support document management activities, including version control and preparation of closing and development files.
- Assist with maintaining confidentiality and security of sensitive project information.
- Ensure required project documentation is complete, accurate, and available to support development milestones, closings, and reporting requirements.

Administrative & Office Support

- Provide administrative support to the Development team.
- Answer phones, greet visitors, and respond to inquiries professionally and courteously.
- Prepare correspondence, reports, and other departmental documents.
- Assist with data entry, document formatting, proofreading, and record maintenance.
- Perform additional administrative duties as assigned.

Meeting & Project Coordination

- Schedule meetings, conference calls, project appointments, and other development related activities.
- Prepare meeting agendas, presentation materials, packets, and meeting minutes.
- Assist with preparation and logistics for community meetings, public hearings, board meetings, and stakeholder events.
- Coordinate conference registrations, travel arrangements, hotel accommodations, and reimbursement documentation.



- Coordinate with internal departments and external partners to support development activities and project communication.
- Maintain project calendars, schedules, and related communications to support development team activities.

BEHAVIORAL COMPETENCIES

Organization & Attention to Detail: Maintains accurate records, carefully reviews documents, and effectively manages multiple priorities while ensuring completeness and accuracy.

Reliability & Accountability: Consistently follows through on responsibilities, meets deadlines, and demonstrates dependability in supporting team operations.

Communication: Communicates professionally and effectively with colleagues, partners, stakeholders, and community members in both written and verbal formats.

Customer Service Orientation: Provides responsive, courteous, and professional support to internal and external customers.

Adaptability: Adjusts effectively to changing priorities, deadlines, and project needs while maintaining quality work performance.

Teamwork & Collaboration: Supports team objectives, contributes to a positive work environment, and works effectively across departments to achieve organizational goals.

EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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 of this position.

- High school diploma or equivalent required.
- Minimum of 6 months of administrative assistant, office assistant records management, or filing experience required.
- Associate degree in Business Administration or related field preferred.
- Experience working with real estate, construction, lending, legal, or development documentation preferred.
- Experience supporting multiple projects and deadlines in a professional office environment preferred.

TECHNICAL SKILLS

- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Strong document management and recordkeeping skills.
- Ability to organize, maintain, and retrieve electronic files efficiently.
- Strong proofreading, formatting, and document preparation skills.
- Ability to learn and utilize new software systems and technology platforms.
- Strong attention to detail and data accuracy.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- This position primarily involves sedentary work performed in an office environment.
- Requires frequent use of computers, office equipment, and electronic filing systems.
- Requires prolonged periods of sitting, typing, and reviewing documents.
- Occasional standing, walking, bending, and lifting of files, records, or office materials up to 20 pounds may be required.
- Occasional travel to meetings, project sites, or community events may be required.

REMARKS

While this is intended to be an accurate reflection of the current job, this is not necessarily an exhaustive list of working conditions associated with the job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., changes in personnel, workload, or technological developments).

ANCHOR is dedicated to the enhancement of the quality of life for residents, staff and the greater community. Staff members are expected to be of good moral character and integrity, willing to uphold a high ethical code.

I understand the job description, its requirements and that I am expected to complete all duties as assigned. I understand the job duties may be altered from time to time. I have noted any accommodations that are required to enable me to perform these duties. I have also noted any job duties that I am unable to perform, with or without accommodations.

The signatures below indicate that the Employer has reviewed this job description with the Employee. The Employee acknowledges that he/she understands his/her responsibilities and work expectations for the job. The Employee has received a copy of the job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

