

ADMINISTRATIVE ASSISTANT

VERITY COMMERCIAL

Reston, VA

EMPLOYMENT TYPE

Full-time

INDUSTRY

Commercial Real Estate
Project/Construction Management

JOB FUNCTIONS

Office Administration
Marketing Support

REQUIRED SKILLS

Ability to communicate professionally, both verbally and written
Excellent computer skills with MS Office 365 (e.g. Outlook, Word, Excel, PowerPoint)
Attention to detail
Excellent organizational skills
Ability to proofread and edit
Ability to multi-task in a fast-paced demanding environment

PREFERRED SKILLS

OneDrive, SharePoint, QuickBooks, and Dynamics 365 experience a plus
CoStar, and/or Adobe Creative Suite (e.g. Acrobat Pro DC, Photoshop, Illustrator, InDesign) experience a plus

COMPENSATION

Based on qualifications and Experience

TO APPLY

For Consideration, please submit a cover letter and resume to:

CMCMILLAN@VERITYCOMMERCIAL.COM



JOB SUMMARY

Are you a proactive self-starter with a positive attitude who is eager to join an energetic team? We are looking for a dedicated, detail-oriented, and hard-working Administrative Assistant to join Verity Commercial in Reston, VA. If you are passionate about what you do, ready to collaborate, and looking for a career, not just another job, consider this opportunity to join us.

Verity Commercial is a fast-growing commercial real estate advisory firm providing integrated brokerage, consulting, and project management services in the Mid-Atlantic region. This an entry level position that provides broad business experience in a small company setting with limitless growth potential. We are looking for an individual who can perform multiple duties and is willing to do whatever it takes to get the job done. You'll join a dynamic team with a culture that is deeply rooted on the basis of Trust, Teamwork, and Desire, with opportunities to enhance your skill set.

THE SUCCESSFUL CANDIDATE WILL BE

This role is made up of several different responsibilities so the successful candidate will be an adaptable results-oriented problem-solver, who can work independently and take initiative, who is team-focused, open to listening to and respecting others, and is willing to develop necessary skills to be an asset to the organization. The successful candidate will present a high degree of maturity, honesty, trust, sophistication, and integrity and will cultivate these qualities in others. They will be committed to, and enthusiastic about, the mission and vision of Verity Commercial and its culture

YOU WILL LOVE THIS POSITION IF

You are comfortable with a lean business model, shifting priorities, course alterations, and perform best with freedom and without bureaucracy, you thrive in a fast-paced, diverse work environment and have a commitment to the highest standards of honesty, integrity and respect.

BENEFITS

- Health Insurance
- Dental Insurance
- Vision Insurance
- 401k
 - 100% match on your contribution each year, up to a maximum of 4% of your annual income
- Annual Paid Vacation
- Annual Paid Sick Leave
- Annual Paid Holidays

www.VerityCommercial.com