

DFM

Development Services, LLC

BOND RELEASE MANAGEMENT PERMIT EXPEDITING DRY UTILITY DESIGN STORMWATER INSPECTIONS

Title: Administrative Assistant
Type: Full time, exempt
Location: Falls Church, Virginia
Reports To: Contracts Manager

DFM Development Services is a small but established consulting firm based out of Falls Church/Merrifield, VA that caters to the real estate development industry. We provide a variety of Development Support Services (red tape related items) to local and national real estate developers, corporations, and other real estate owners on projects throughout the Metro DC area. We are a boutique firm with an excellent client list. Due to recent growth, we are seeking an Administrative Assistant to join our team.

Disclaimer:

The following description has been designed to indicate the general nature and essential responsibilities of work performed by employees within this classification. It is not a comprehensive inventory of all duties, responsibilities, and qualifications required.

Responsibilities:

- Create draft proposals using established templates via Salesforce
- Send out proposals to clients from Salesforce
- File contracts and client/project paperwork
- Add projects and project tasks to time tracking software and contract matrix
- Follow up on and help track accounts receivables
- Request project specific certificates of insurance from insurance agent
- Send W-9's to clients
- Complete other administrative tasks as needed
- Support Contract Manager on daily basis

Qualifications:

- Must be looking to work in a professional, drama free office setting
- Previous experience with Salesforce or another CRM preferred but not required
- Must be extremely organized and professional
- Proficient with Excel, Word, and Adobe Acrobat
- Strong administrative skills. Previous experience as an Administrative/Office Assistant is a plus.
- Some experience associated with the construction, real estate development or design industry is preferred but not required
- Must be looking for a long-term position

Compensation:

- Competitive Salary
- Yearly Bonus

- Health Insurance
- PTO and Paid Holidays
- 401K w/ Company Match

To Apply:

- Email your Resume and Cover Letter including your salary requirements to jobs@dfmdevelopment.com