



JOB DESCRIPTION

Position: Office Manager
Type: Exempt
Reports to: Chief Operating Officer
Location: Washington, DC

ABOUT DANTES PARTNERS:

Dantes Partners, is the development division of Dumas Collective®. Dumas Collective is a real estate and social impact conglomerate with development, property management, acquisition and construction management divisions operating across the Mid-Atlantic region. Established in 2006, Dantes Partners is a Black owned business with a mission to develop Luxury Affordable Housing® and community-focused real estate initiatives across the Mid-Atlantic region. Dumas Collectives' growing portfolio entails over 3,300 units under management and over 8,000 units that have been financed, developed, and acquired with an estimated financing and investment value of \$2.3 billion dollars.

Simultaneously, Dantes Partners leverages its extensive expertise in the field of real estate development, acquisition, management, and financing of company-owned portfolios and provides exclusive consulting services in public-private deal structuring and negotiations. Furthermore, Dantes Partners also offers consulting in pre-development planning and oversight, market research and analysis, debt or equity underwriting, project and asset management, community outreach, as well as portfolio due diligence.

In 2022, The District of Columbia Building Industry Association named Dantes Partners Developer of the Year.

POSITION DESCRIPTION:

The Office Manager will support the Dumas Collective with duties and responsibilities including scheduling meetings and appointments, making office supplies arrangements, greeting visitors, and providing general administrative support to our employees. Previous experience as a Front Office Manager or Senior Administrative Assistant would be an advantage. A successful Office Manager should also have experience with a variety of office software (email tools, spreadsheets, and databases) and be able to accurately handle administrative duties.

Ultimately, the Office manager should be able to ensure the smooth running of the office and help to improve company procedures and day-to-day operations.

RESPONSIBILITIES:

- Serves as the point person for office duties including but not limited to: maintenance, security, mailing, supplies, equipment, bills, errands, and shopping.
- Schedule meetings and appointments for the collective as needed
- Organize the office layout and order stationery and equipment
- Maintain the office condition and arrange necessary repairs
- Partner with Human Resources to update and maintain office policies as necessary

- Organize office operations and procedures
- Coordinate with IT department on all office equipment and special projects
- Manage contract and price negotiations with office vendors, and service providers
- Provide general support to visitors
- Assist in the onboarding process for new hires
- Address employees' queries regarding office management issues (e.g., stationery, hardware, and travel arrangements)
- Liaise with facility management vendors, including cleaning, catering, and security services
- Plan in-house or off-site activities, like parties, celebrations, and conferences
- Analyzes and maximizes office productivity
- Hires, trains, supervises, motivates, and develops administrative staff; manages schedules and workflow
- Establishes, modifies, implements, and monitors systems and office procedures to enhance timely and efficient workflow
- Develops and manages central filing system including archives and vendor files
- Develops and monitors office budget; ensures office activities are conducted within budgetary restrictions; initiates cost reduction programs
- Manages office security system
- Prepares reports and correspondence as needed
- Negotiates and maintains contracts with outside vendors
- Assigns duties and monitors quality of work; assures administrative staff adheres to organizational policies and procedures
- Provides day-to-day guidance and oversight of subordinates; actively works to promote and recognize performance
- Performs other related duties as assigned by management

QUALIFICATIONS:

- Bachelor's degree (B. A.) or equivalent, two to four years related experience, or equivalent combination of education and experience.
- Basic competence in duties and tasks of supervised employees.
- Proven commitment to customer service and clients
- Excellent verbal and written communication skills.
- Excellent customer service skills.
- Commitment to excellence and high standards.
- Strong organizational, problem-solving, and analytical skills; able to manage priorities and workflow.
- Ability to work independently and as a member of various teams and committees.
- Acute attention to detail.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Good judgement with the ability to make timely and sound decisions.
- Demonstrated ability to plan and organize projects.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.

SUCCESSFUL CANDIDATES WILL POSSESS THE FOLLOWING ATTRIBUTES:

- An entrepreneurial spirit
- Proactive and extremely responsive



- Personable with a good sense of humor
- Energy and commitment to work in an entrepreneurial environment with the ability to prioritize responsibilities
- Strong organizational skills
- Demonstrated ability to work effectively with a wide range people and organizations
- Ability to work under pressure, in a time sensitive environment, delivering timely and accurate work

ADA SPECIFICATIONS: (Physical demands that must be met to successfully complete the essential functions of the job)

- While largely sedentary, this position requires the ability to sit, stand, and lift up to 0 lbs., speak and hear, sometimes for extended periods of time.
- Requires the ability to use a computer and office equipment traditionally found in office settings.
- Requires the periodic ability to travel regionally, on behalf of the company.

***Dantes Partners is an equal opportunity employer.
For more information, please visit: www.dantespartners.com***