

**INTERCONTINENTAL**

***Position Description***

**TITLE: Administrative Officer**  
**REPORTS TO: Abby Howland**  
**DEPARTMENT: Institutional Services**

**DATE: 11/07/2022**  
**FLSA: Exempt**

**JOB PURPOSE:** As Administrative Officer, your primary purpose will include providing administrative support to the Institutional Services Group, organizing supplies for presentations, entering client information into the CRM system, and assisting with marketing tasks. In addition, you will be responsible for other duties that may from time to time be assigned to you by Intercontinental. The Administrative Officer role requires high attention to detail, effective organizational skills, and thriving in a fast-paced environment.

**JOB DUTIES AND RESPONSIBILITIES:**

- Provide administrative support to the Operations Manager and Institutional Services Group as directed, including but not limited to, processing sponsorships, UPS labels and mailings, and calendar invitations (Outlook).
- Organize and maintain supplies needed for presentation books. Print, bind, and ship presentation books for client meetings on a regular basis.
- Assist Operations Manager with processes of Capital Calls, Distributions, and Redemptions as well as Quarterly Reports for clients.
- Work with Operations Manager for initiatives of web and client extranet development and maintenance.
- Enter and organize general client information into the CRM System (Salesforce).
- Support the Institutional Services Group with market research.
- Synthesize and report key client information from the CRM System for the Institutional Services Group.
- Maintain Fund files and Intercontinental Library.
- Provide a Weekly Report consisting of outstanding balance subscriptions and other Fund matters to the Institutional Services Group.
- Understand and comply with provisions of SEC and federal regulations.
- Serve as ambassador of Intercontinental. All employees must maintain appropriate conduct and professionalism. This extends to every internal and external business contact or meeting, including trips outside the company to attend conferences, seminars, lectures, and events.
- Maintain confidentiality and protect the operations by keeping information confidential.
- Maintain professional and technical knowledge.

**REQUIREMENTS AND SKILLS:**

- Bachelor's Degree (BA, BS)
- Investment management experience a plus.
- Strong interest in real estate, finance and/or investment management industry.
- Strong writing, communication, and interpersonal skills.
- Strong organizational skills with high attention to detail.
- Proficient knowledge with Microsoft Applications (Excel, Word, PowerPoint, Outlook).
- Knowledge of Adobe applications (Acrobat, Illustrator, InDesign) a plus.

**Approval and Effective Date:**

Date: 11/07/2022

Abby Howland, Operations Manager