



Thirty-Four Commercial – Office Coordinator/Director of First Impressions

Job Description

We're looking for a polished, personable, and dependable Office Coordinator to serve as the first point of contact for our tenants, guests, and team members. The ideal candidate is friendly and approachable yet professional and detail-oriented, able to manage inquiries and resolve issues with care and accuracy. A customer-focused mindset and positive attitude are essential, with the ultimate goal of creating a welcoming environment where everyone feels valued and supported.

Location: Dallas, TX

Position Type: Full-time (on-site)

Reports To: Director of Marketing

Key Responsibilities:

- Answer phones, direct calls or take messages, and manage visitor/delivery check-ins through the Envoy kiosk
- Greet visitors, provide support and ensure staff whereabouts are noted throughout the day
- Open and close the office, maintain company calendars and prepare daily out-of-office messages
- Order and restock office, kitchen, and cleaning supplies; maintain inventory and expense records
- Keep shared spaces clean and ready, including kitchen, conference rooms, and file areas
- Set up and tear down meetings, including refreshments, supplies, and technology
- Handle mail and shipping (FedEx, Certified Mail, PO Box) and submit monthly FedEx expenses to accounting
- Support office celebrations and events by coordinating invites, food/drinks, setup, and cleanup
- Issue and maintain employee access badges; assist with onboarding and offboarding employees
- Provide printing support, serve as backup to the Executive Assistant, and liaise with Building Management
- Support Executive Assistant in travel bookings as needed
- Assist with special projects as needed

Qualifications:

- High school diploma or equivalent required; associate or bachelor's degree preferred
- 1-2 years of administrative or office coordinator experience preferred
- Friendly, approachable, and professional demeanor with strong interpersonal skills
- Highly organized, detail-oriented, and dependable
- Strong customer service mindset and positive attitude
- Ability to multitask and prioritize in a fast-paced environment
- Comfortable with office systems (Envoy experience a plus)



- Creative and fun-focused, with an eye for making office events engaging (experience with Canva a plus)

For any inquiries, contact careers@thirty-four.com or email your resume to apply for this role.

About Us:

Thirty-Four Commercial is a boutique, full-service commercial real estate firm in Dallas, TX. We specialize in leasing and managing new developments, office, retail, and industrial assets. From dirt to disposition, our experts engage market-leading property and project management, providing white-glove service to all clients ranging from institutions to family-owned properties.

Why Thirty-Four?

- Be a key player in a dynamic and growing company.
- Collaborative and supportive work environment.
- Competitive salary and benefits package.