



Thirty-Four Commercial – Office Coordinator Description

This is a full-time role located in Dallas, TX that requires an on-site presence. As an Office Coordinator, you will be responsible for ensuring the smooth running of daily office operations by providing a welcoming environment for visitors and handling administrative tasks. You will assist with scheduling, front desk management, and other clerical tasks as needed, and will ensure that office equipment is functional and well-maintained.

Qualifications:

The hours for this on-site position are 8am-5pm, located in Dallas, TX.

- High school diploma or equivalent required, with at least 2 years of relevant administrative experience
- Excellent communication, interpersonal, and organizational skills
- Strong attention to detail and the ability to handle multiple tasks simultaneously
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Experience with office equipment (e.g. printer, scanner, copier) and the ability to troubleshoot basic technical issues
- Ability to maintain a professional demeanor and positive attitude in a fast-paced, high-pressure environment
- Handle catering needs for meetings as needed
- Stock the kitchen with snacks, drinks, and other supplies
- Restock items and clean kitchen as needed throughout the day as well as reorder supplies as needed
- Maintain an inventory of all office supplies, ordering replacements as needed
- Manage FedEx shipments (inbound and outbound), Certified Mail, and pick up mail at Post Office and mailbox located in the building
- Coordinate onboarding procedures for new employees

Please submit your resume and portfolio to careers@thirty-four.com

Thirty-Four Commercial:

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

