

STL PARTNERSHIP

Site Administrator

THE ORGANIZATION

Our mission is to lead in the development and growth of long-term diversified business and employment opportunities by creating innovative solutions that generate increased wealth and enhanced quality of life for the citizens, businesses and institutions of the St. Louis region.

The St. Louis Economic Development Partnership marks a new era of collaboration within St. Louis by aligning regional efforts in business development, business finance, entrepreneurial support and international trade services.

Today, the Economic Development Partnership provides a broader range of services than most agencies of its kind, boosting innovation and entrepreneurship, attracting and retaining companies, increasing the region's international reach, and revitalizing municipalities, the partnership has become a key facilitator of regional growth for businesses and communities throughout the St. Louis Metropolitan area.

Accredited Economic Development Organization



St. Louis Economic Development Partnership is proud to have earned the distinguished title, Accredited Economic Development Organization (AEDO) from the International Economic Development Council (IEDC). The accreditation signifies the professional excellence of economic development entities throughout North America.

THE POSITION

Responsible for managing the day-to-day operations of the facility (StLVentureWorks). Responsibilities include (but are not limited to): conducting facility tours and marketing programs and services to potential clients, license preparation, client relations, routine administrative and support services for clients, monthly invoice processing and recordkeeping activities, procurement, and budgeting. Coordinates the duties, tasks and activities of the Building Maintenance Worker and of various outside contractors and service-providers.

Job Functions:

- Manages all aspects of the Center's front office and conference/meeting and other facilities. Provides reception services to client companies. Provides client support and service or channels to the appropriate resources. Assists client companies with questions, concerns and issues. Interprets policies, follows procedures and handles complaints. Troubleshoots and resolves disputes.

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- In conjunction with the Assistant Vice President of Innovation & Entrepreneurship, markets the Center to recruit potential clients. Conducts tours of facilities. Provides program information and answers questions. Maintains up-to-date programs and services information and distributes to interested parties. Acts as a referral source for programs and services offered by the Center(s) and by other divisions of the St. Louis Economic Development Partnership (SLEDP).
- Assists with the preparation of the annual Center budget. Monitors all expenditure and income and tracks against budget. Processes monthly rent invoices. Tracks service-provision/consumption and bills accordingly. Maintains accounting records. Procures services as needed, following appropriate procurement guidelines and requirements.
- Responsible for the preparation of all required facility management reports, including financial and occupancy-rate reports.
- Schedules maintenance: prepares list of maintenance items, both in-house and on contract. Maintains maintenance contracts for ongoing tasks, to include (but not limited to) copier, HVAC, elevator, etc. Supervises the maintenance and repair of assigned facilities including furnishings and equipment and janitorial services. Takes corrective actions as needed.
- Responsible for the security of the facility including issuing security access cards and keys, programming security system, monitoring event activity, and for the proper recording and reporting of incidents within the facility and on the building grounds that might require contact with insurance, police, fire, medical, and other assisting agencies.
- Facilitates client move-in and exit processes including telephone coordination.
- Responsible for the administration of client licenses including the procedures necessary to amend, revise, and enforce license terms (license renewals and rent increases). Collects rent and fees. Coordinates license executions.
- In conjunction with the Vice President of Innovation & Entrepreneurship, handles the reallocation of space and movement of clients from one unit to another. Monitors the progress of clients and assists in their relocation as appropriate.
- Maintains client-filing system; prepares and distributes client invoices; prepares cash deposit log and monthly operating report, maintains petty cash fund, approves routine vendor invoices, prepares invoice log, and orders supplies. Participates in the development and maintenance of facility management manuals and procedures.
- In conjunction with the V.P. of Innovation and Entrepreneurship, and the Chief Financial Officer, oversees the capital improvement (major new project) process: obtains bids; collects and verifies documentation; coordinates team meetings; meets with contractors; and provides progress reports as requested. Assists in the design and layout of client finished space.
- Assists clients to develop mutually beneficial and synergistic relationships among themselves.

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- Coordinates and arranges training/informational sessions for client companies and conference room-usage.
- Attends relevant training, seminars and conferences to maintain and develop appropriate skills and keep abreast of current industry developments and initiatives.
- Maintains and provides current, up-to-date information to clients.
- Performs various other duties and functions as required or assigned within area of expertise or scope of the position.
- Perform other duties as assigned

THE NEED

Professional qualifications for this position include:

Education: Associates degree (Bachelor's preferred) in Business Administration, Marketing or related field

Experience: At least four years of progressively more responsible related work experience, experience in a small business incubator environment or in commercial real estate management would be an advantage

Knowledge of:

1. Laws and regulations affecting commercial real estate management.
2. Practices and procedures of property management.
3. Public/community relations.
4. Principles and practices of bookkeeping.
5. Relevant legal and business terminology encountered in the course of work
6. Modern office practices and procedures, equipment and systems.

Ability to:

1. Be an ambassador for the St. Louis business community.
2. Supervise others effectively and be a team player and motivator of a small and diverse staff.
3. Work independently on complex and confidential assignments without detailed instructions.
4. Consistently administer and effectively execute a volume of varying tasks and deadlines.
5. Be a creative problem-solver.
6. Skillfully respond to and interface with clients and staff.
7. Analyze information and statistics to solve problems through deductive and inductive reasoning.

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8. Perform and accomplish requirements of the job using appropriate general office equipment (i.e., fax machine, copy machine, calculator, multi-function telephone).
9. Use advanced computer word processing and spreadsheet/database management applications (i.e. Microsoft Word/Excel applications, desktop publishing knowledge/experience an advantage).
10. Attend to details, calculate numerical formulas and verify accuracy of amounts and calculations.
11. Use and set up equipment needed for presentations (i.e., laptop computer, projection system).
12. Learn laws and regulations affecting property management and client relations, safety and insurance through oral instruction and observation in on-the-job training.
13. Comprehend and make inferences from written materials.
14. Understand, interpret, explain and apply relevant policies, procedures and regulations.
15. Perform light physical work exerting up to 25 pounds on an occasional basis; perform such activities as fingering, grasping, lifting, reaching, crouching and repetitive tasks.
16. Communicate strongly both orally and in writing.
17. Recognize and respect diversity and work effectively with peoples of other cultures.

INTERPERSONAL CHARACTERISTICS: Strong written and verbal communication skills are expected. It is expected that the selected candidate will recognize and respect diversity and work effectively with people of other backgrounds and cultures and will have a desire to make a positive difference within the community.

THE REWARD

Commensurate with experience, we offer a competitive base salary and a culture which fosters and supports creativity and innovation. The St. Louis Economic Development Partnership offers a full range of employee benefits as well.

Interested and qualified applicants should submit their resume to <https://stlpartnership.aaimtrack.com>.

Also, applicants are encouraged to visit our website to learn more about the organization:

<https://main.stlpartnership.com/about-slcec.html>

The St. Louis Economic Development Partnership is an equal opportunity employer. The organization considers applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.