



Job Title: Real Estate Administrative Assistant

Location: Salt Lake City, Utah

AgReserves, Inc. (ARI) is a multi-national, multi-corporate company that operates investment farms and ranches throughout the world. ARI currently has an opening for a Real Estate Administrative Assistant at their headquarters location in Salt Lake City, Utah.

Overview:

As the real estate administrative assistant, you will be the key staff member who supports and coordinates the work of land transaction teams, manages records of real estate transactions, and serve as a backup receptionist for Farmland Reserves, Inc.

Essential Job Functions:

- Provide administrative support to Land Transaction Director and, as requested, to other land management and executive staff
- Provide overall real estate transaction coordination and support to the land transaction group, which may include assisting with due diligence activities, coordinating third-party services, providing timely reports to transaction teams and company management, and facilitating completion of real estate transactions
- Maintain records (paper and electronic) of all active real estate transactions
- Enter (input, index, and abstract) real estate transaction, land, and other records and documents into the information governance system consistent with company processes and policies
- Assist FRI Records Coordinator with physical and electronic records, as requested
- Coordinate travel arrangements for the real estate transaction group

Skills and Other Qualifications Required:

- Associate degree in related field and minimum 2-years relevant work experience in real estate related businesses (e.g., land acquisitions or sales, title work, legal), or equivalent work experience
- Familiarity with real estate transactions and related documents
- High proficiency in computer skills, the use of current Microsoft Office Suite, and other computer applications and office equipment, as required
- Self-motivated, accountable, committed to continual process improvement and training
- Excellent verbal and written communication skills in English
- Ability to work independently or in team settings
- Able to learn quickly and adapt to change

Benefits:

Excellent benefits package includes medical, dental, retirement plans (401k and other retirement plans), flex-spending, and other miscellaneous benefits.

AgReserves, Inc. is an equal opportunity employer.

To apply: Send resume to careers.ari@ari-slc.com with "Real Estate Administrative Assistant" in the subject line.

NOTE: The specific statements shown in each section of this job announcement are not intended to be all-inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.