

Bowery Valuation Office Manager

Bowery Valuation is seeking an organized office manager to join us in ensuring organizational effectiveness, efficiency and safety as we reimagine how a commercial appraisal firm operates. Bowery is the world's first truly tech enabled commercial appraisal firm, having spent the past 3+ years building out our revolutionary product. We are also the first ever venture capital backed commercial appraisal firm, having raised over \$7 million. Powered by big data, advanced technology, and extensive expertise, Bowery is redefining the entire commercial appraisal space.

We're looking for an energetic professional who doesn't mind wearing multiple hats. Someone who is well organized, flexible, and enjoys the administrative challenges of supporting an office of diverse people.

RESPONSIBILITIES

- Point person for maintenance, mailing, shipping, supplies, equipment, bills and errands
- Organize and schedule meetings and appointments
- Coordinate with tech department on all office equipment
- Manage relationships with clients service providers, and landlord, ensuring that all items are invoiced and paid on time
- Manage executives' schedules, calendars and appointments
- Participate actively in the planning and execution of company events
- Maintain a safe and secure working environment

QUALIFICATIONS

- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills

BOWERY IN THE PRESS

[TechCrunch](#)

[Forbes](#)

[Wall Street Journal](#)

PERKS

- Equity compensation
- Health benefits
- Startup culture with a real estate education

Please send your resume and a short paragraph about yourself to info@boweryvaluation.com