



Executive Operations Assistant Front Desk Position

At Profound Properties, LLC, we're more than a property management company—we're a close-knit team dedicated to professionalism, service, and growth. Our culture is the heartbeat of our organization, shaped by values like integrity, collaboration, and a commitment to excellence. As we grow, we're seeking an Executive Operations Assistant to support both daily office functions and broader operational goals.

Position: Executive Operations Assistant

Compensation: \$52,000 - \$58,240 Annually, DOE; PTO, paid holidays (6), 401K.

Benefits: Health (QSEHRA), 401K, PTO, paid holidays (6), phone stipend

Employment Type: Full-time, 40 hours per week.

Key Responsibilities:

As an Executive Operations Assistant at Profound Properties, you will support both the daily functions of our office and the broader operational needs of the company. Your responsibilities will include:

- **Office & Property Operations**
 - Open and close the office each day; ensure cleanliness and restocking of supplies.
 - Manage mail, deliveries, scanning, and bank deposits.
 - Maintain key inventory and assist with notice preparation and mailing.
 - Oversee front-desk presence and provide in-office support for property operations.
 - Pick up and drop off supplies, lockboxes, yard signs, and other materials as needed.
- **Move-In Coordination**
 - Assemble and deliver welcome packets and gifts for new residents.
 - Take pre-move-in photos and ensure documentation is completed.
- **Administrative**
 - Input bills, verify accuracy, and help track key performance indicators.
 - Maintain appliance service records and assist with business-related calls.
 - Update internal processes and manuals; support the transition to paperless systems.
- **Leasing & Marketing Support**
 - Answer the leasing line and maintain communication with prospects.
 - Assist with social media posts, rental listings, and lead tracking.
- **Business Development & Client Onboarding**
 - Post blogs, support backlinking efforts, and share content.
 - Help onboard new clients and support initial documentation and communication.
 - Attend occasional networking events and assist with conference room rentals.
- **Special Projects**
 - Assist with configuration and maintenance of workflow automation tools (e.g., LeadSimple) and contribute to internal training and documentation resources.
 - Contribute to the creation of our internal systems manual and other process documents.
 - Provide coverage for staff absences or PTO and take on additional projects as needed.

Our Culture:

- **Collaborative Team:** We thrive on teamwork, recognizing that our collective efforts are the key to our success. You'll join a group of professionals who support each other, share ideas, and celebrate achievements together.
- **Innovation:** We embrace innovation, encouraging fresh ideas and creative problem-solving. Your input matters here, and we value your contributions to our growth.
- **Commitment to Excellence:** We take pride in providing premier service to our clients and residents. Our commitment to excellence sets us apart in the industry.

**Qualifications:**

We're looking for a resourceful, organized, and detail-oriented individual with proven experience in residential property management. The ideal candidate will bring:

- A minimum of 2–3 years of experience in Oregon residential property management, with working knowledge of landlord-tenant law, leasing, and operational workflows.
- An associate's degree or higher, especially in business, communications, or a related field.
- Proficiency with standard office software and cloud-based tools, including spreadsheets, word processing, and shared document platforms (e.g., Google Workspace, Microsoft Office).
- Strong organizational skills and attention to detail, with the ability to manage competing priorities and deadlines.
- A high degree of reliability, professionalism, and ethical integrity.
- A valid Oregon driver's license with auto insurance and a clean driving record.
- Comfort working independently and making sound decisions with minimal supervision.
- Strong interpersonal and communication skills, both written and verbal, with a customer service mindset.
- A positive attitude, motivation, and a desire to succeed.

Benefits of Joining Our Team:

When you join Profound Properties, LLC, you'll enjoy:

- A company vehicle to use during working hours.
- On hand supplies to ensure you have the resources needed for success.
- Opportunities for professional development and growth within our organization.

Application Process:

Profound Properties, LLC is an Equal Opportunity Employer. To join our team and be part of our exciting journey, please email your resume to jude@rentprofound.com.

Conclusion:

If you're seeking a rewarding career in property management with a company that values its employees, fosters innovation, and believes in giving back, Profound Properties, LLC is the place for you. We look forward to welcoming you to our team and embarking on a journey of growth and success together.