



Development and Construction Assistant

Caddis – a national real estate and development firm focused exclusively on the healthcare sector is rapidly expanding its medical office and senior housing platforms. With over \$250 million in new deals annually, Caddis continues to grow in the senior housing sector while developing and acquiring medical office buildings, acute and post-acute hospitals, and surgery centers.

Opportunity

Caddis is currently searching for an Administrative Assistant to join our Dallas Development team. The primary emphasis of the role is to provide support to the EVP and the Development team through a wide range of duties, including many administrative tasks and some office management responsibilities. The successful candidate will be proactive, have the ability to work well in a fast-paced environment, and extremely detail oriented.

Responsibilities

- Provide Executive Assistance to the EVP of Development as well as the Construction Manager and their teams.
- Assist Development Managers in processing invoices and the general contractor's application for payment. Such processing includes receiving, analyzing, reviewing for completeness and accuracy, accepting/rejecting, coding for accounting, and tying invoices to contract. Follow up and resolve any related issues.
- Enter contracts, change orders, budgets, and invoices accurately into accounting software platform for processing.
- Assist Development Managers in preparing and distributing monthly construction progress reports.
- Coordinate meetings. Prepare and distribute meeting minutes, either from attending meetings or from recordings of meetings not attended.
- Answer, screen and forward incoming calls.
- Assist Development Managers in preparing and distributing bid solicitations or requests for proposals from contractors and consultants.
- Prepare, award, and coordinate the execution of various contracts and supporting documentation.
- Occasionally, file and scan all documents managed by Development Managers. Help maintain a uniform filing system, both electronic and paper files, for development projects in process.
- Work with various internal and external parties to research, investigate or conduct due diligence to resolve problems and achieve key business objectives.
- Responsible for processing consultant proposals, contracts, contract amendments as well as invoices for design, architectural and engineering, and testing consultants.
- Make travel arrangements and process expense reports as needed.
- Other duties as assigned.

Experience Required

- Minimum of five years' relevant experience working for a real estate developer, construction company, or a construction manager.
- Strong working knowledge of procedures of various disciplines, including construction, design and real estate.
- Knowledge of and experience with contract documents for construction, design, architecture and engineering. Ability to interpret and comprehend contract language and scope of work.
- Advanced working knowledge of Microsoft Office (including Excel), Microsoft Project, and ability to learn Yardi Voyager.
- College degree preferred.
- Critical thinker with excellent verbal and written communication skills.
- Extremely attentive to detail.
- Well-organized and possess the ability to handle multiple tasks and requests simultaneously.
- Strong customer service skills.
- Ability to interact effectively at all levels and across diverse professions and trades.

All candidates meeting the above qualifications should email their resume to: careers@caddis.com