



888.DART.123

2600 W.Big Beaver Ste. 540

Troy, MI 48084

Job Title: Part Time Office and HR Assistant

About Us:

About Us: Dart Appraisal is a dynamic and innovative company that improves the appraisal management process for our partners. We are dedicated to delivering excellence in all aspects of our business, and we are looking for a skilled Administrative Assistant to join our team. This role is critical to ensuring our products/services meet the highest quality standards and that our employees thrive in a positive and supportive work environment.

Job Summary: The Part-Time Office and HR Assistant will support the day-to-day operations of our office, ensuring a professional and efficient work environment. This role requires strong organizational skills, attention to detail, and the ability to manage multiple tasks in a fast-paced setting. The ideal candidate is reliable, professional, and a team player with excellent communication skills and proficiency in MS Office Suite.

Key Responsibilities:

- **Assist with HR Administrative Functions:** Support HR tasks, including monitoring recruitment processes, assisting with reporting, conducting research, and performing other basic HR-related duties as needed.
- **Oversee Daily Office Operations and Environment:** Manage office supplies, inventory, and equipment, ensuring all areas are well-stocked and functional. Coordinate with vendors for services like fire alarm testing, pest control, and security maintenance. Maintain a clean and organized office, including daily upkeep of the kitchen. Reconcile monthly utilities with the landlord to ensure accurate billing.
- **Handle Office Communication and Scheduling:** Manage incoming/outgoing mail, deliveries, and correspondence. Schedule meetings, reserve office spaces, and oversee the daily conference room schedule. Run errands as needed (e.g., post office, purchasing supplies). Operate and train staff on phone systems, maintaining updated phone lists.
- **Enhance Office Security and Guest Experience:** Manage office entrance and security protocols, warmly greeting and assisting guests to ensure a professional and welcoming environment.
- **Plan and Coordinate Events:** Organize special occasions, including holiday celebrations, team-building events, and other company gatherings to foster a positive workplace culture.

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- **Support Administrative and Client-Facing Tasks:** Perform general administrative duties to ensure smooth office functionality, such as maintaining client web portals and managing spreadsheets. Complete special projects and assignments as directed to support company objectives.
- **Perform Additional Duties:** Undertake other tasks as assigned to support the overall needs of the office and organization.

Requirements:

- Bachelor's degree in business or a related field.
- HR Administrative
- Reliable, professional, and a fast learner.
- Friendly, outgoing, and professional demeanor with a team-oriented mindset.
- Excellent verbal and written communication skills, including drafting letters and proofreading.
- Strong organizational and time management skills, with the ability to multitask, prioritize, and maintain attention to detail in a fast-paced environment.
- High proficiency in MS Office Suite (Excel and Outlook required) and adaptability to industry-specific software.
- Valid driver's license required.

If you are hardworking and passionate about helping a growing company move to the next level of success, we invite you to join our team and make a significant impact on our company's success.

To apply, please submit your resume and a cover letter detailing your relevant experience and qualifications to [hr@dartappraisal.com]

Dart Appraisal is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.