



Position: Administrative Assistant

Location: Los Angeles

Reporting to: Kyle Jeffers

Summary

The Administrative Assistant (AA) supports the L.A. office operations, reporting to the Sr. Managing Director/Co-head of Originations. The AA has a track record in multi-tasking and prioritizing in a high-octane environment, all while paying close attention to detail. This candidate must be driven by a first class goal to make a substantial and valuable impact to the firm. This role will be essential in the success of our business with opportunity for further career development.

Responsibilities

- Calendar management and travel arrangements
- Organize and coordinate office events, including logistics, communications and catering when necessary
- Process expense reports as needed
- Primary office contact for mail, inquiries, equipment, etc.
- Monitor and maintain office supplies inventory
- Ensure kitchen and conference rooms are kept clean and organized
- Provide general support to visitors including greeting guests upon arrival
- Vendor support including coordinating with IT support for office related needs
- Personal or business-related errands as needed
- Miscellaneous administrative duties (copying, filing, faxing, archiving), ad-hoc projects
- This is not a comprehensive listing of activities, duties or responsibilities, which may change at any time without notice

Skills:

- Ability to display a consistent, professional degree of communication at all times
- Ability to work well under pressure, adapt to unexpected events, prioritize and multi-task in a deadline driven environment
- Self-starter with excellent anticipation skills; problem solving and follow up
- Demonstrates high degree of integrity and confidentiality
- Must have excellent judgment; independent thinker and resourcefulness
- Team player with a positive attitude
- Highest degree of integrity, professionalism, diplomacy and discretion required

Compensation: As an equal opportunity employer, Acore Capital offers a competitive benefits



package and salary/bonus commensurate with experience.

To apply: Please send your resume and cover letter to careers@acorecapital.com using the subject line 'Administrative Assistant – Los Angeles'

About Acore Capital

ACore Capital, LP is one of the largest credit managers focused on commercial real estate lending. With offices in San Francisco, Los Angeles, Dallas and New York, Acore relies on and invests in exceptional talent to originate, acquire and manage first mortgages, B-notes, mezzanine debt and preferred equity. Since inception in 2015, Acore has quickly established itself as a reliable and trusted source of customized financing solutions at competitive rates and flexible terms. This success is an outcome of its people-first culture, proven track record and longstanding relationships. For more information, please visit www.acorecapital.com.