



## KOSMONT COMPANIES DIRECTOR OF ADMINISTRATION AND OPERATIONS

We are currently seeking a Director of Administration & Operations to be part of the management team overseeing operations for our consulting group, real estate brokerage and public finance services companies. The position will work directly with the CEO and President, and interface with clients, and Kosmont staff on a range of exciting consulting projects.

**Kosmont Companies** ([www.kosmont.com](http://www.kosmont.com)) is a respected advisory services and transaction firm offering a full range of real estate and economic advisory, project finance, investment and planning services for both the public and private sectors. Founded in 1986, Kosmont Companies is a nationally recognized expert in economic development, public finance and real estate development projects involving government and private sector partnerships.

Kosmont Companies' headquarters are located at 1230 Rosecrans Ave., Manhattan Beach, CA 90266.

### **Job Description**

Minimum duties include:

- Contract review and negotiation
- Insurance review and negotiation
- Manage/coordinate virtual office and related technology platforms (using MS 365 Office – Teams, Tasks and SharePoint)
- Renewal of various government registrations (i.e., MBE/SBE certs, business license, etc.)
- Annual corporate minutes & filings
- Recruitment, training and retention of employees
- Negotiate and coordinate with various vendors
- Manage the Corporate calendar
- Assist with budget, billing, and accounts receivables
- Consulting activities as designated

### **Requirements**

The ideal candidate will possess exceptional organizational skills, a strong analytical background, a proactive attitude, excellent oral and written skills, ability to work independently and the capacity to distill and use complex information. Candidate must be proficient with MS Office 365 applications (Excel, Word, PowerPoint, Teams, and SharePoint) and preferably have an understanding about real estate and local government.

Contract administration experience, understanding of insurance/risk management, and experience with I.T. will be essential to your success in this position. Experience working for or with California local government or relevant consulting work is a plus. A degree in Business Administration, law or paralegal experience is preferred.

Compensation is commensurate with background, education and skills.

Interested candidates should email a cover letter and resume immediately (open until filled) to:

Mark Persico, [mpersico@kosmont.com](mailto:mpersico@kosmont.com)

**(NO PHONE CALLS PLEASE)**

\* Kosmont Companies is an equal opportunity and affirmative action employer.

(May 2021)