About the Company:

Regency Centers Corporation (NYSE: REG) With more than 50 years of experience, Regency is the preeminent national owner, operator and developer of high-quality, grocery anchored neighborhood and community shopping centers. The Company’s portfolio of 311 retail properties encompasses over 42.3 million square feet located in top markets throughout the United States, including co-investment partnerships. Regency has developed 222 shopping centers since 2000, representing an investment at completion of more than $3 billion. Operating as a fully integrated real estate company, Regency is a qualified real estate investment trust that is self-administered and self-managed.

About this Opportunity:

Regency is currently seeking a dynamic Administrative Assistant – Property Operations to join our San Diego, California regional office. This individual will provide receptionist, general administrative and support services to ensure smooth daily operations and departmental workflow.

Key Responsibilities:

Office Support:
- Perform receptionist duties including answering, assisting and directing all telephone callers and visitors.
- Provide general office support such as ordering office supplies, mail distribution, filing, break room maintenance, processing expense reports and check requests, in addition to other related administrative duties.
- Assist office management with special administrative projects as necessary.

Property Operations Support:
- Provide day-to-day operational support of programs, projects, and/or processes for the Property Operations team.
- Assist the property operations team by collecting insurance documentation, generating reports, drafting letters, processing invoices and check requests, in addition to other related property management duties.

Qualifications:

Required:
- High School Diploma or equivalent, plus a minimum of one (1) year of related administrative experience in a professional office environment
- Intermediate level proficiency or higher with current Microsoft Office software, including MS Word, Excel, PowerPoint and Outlook, in addition to Internet search functionality

Preferred:
- Associate’s degree or higher in Business Management, Office Management, Legal Assisting, or related discipline
- Prior related administrative experience in real estate, property management, accounting or related field
- Experience working with JD Edwards or other accounting related software
Personal Characteristics:

- High level of professionalism and integrity
- Must be trustworthy and able to handle confidential and proprietary information appropriately
- Strong attention to detail, organization, priority setting and time-management skills
- Good customer service and task focus coupled with interpersonal savvy and perseverance skills
- Self-motivated and proactive, willing to undertake research to resolve problems
- Works equally well independently and with a team in a multi-tasking, dynamic, team-oriented environment
- Must have a high energy level with a positive, upbeat attitude
- Must be conversational and people oriented
- Capable of precise verbal and written communication, even when under time constraints
- Must possess excellent problem-solving skills

Benefits:

We recognize people as our most valuable asset. Our competitive compensation and benefits package includes a 401(k) profit sharing plan with company match, medical insurance with prescription drug coverage, dental insurance including coverage for orthodontics, vision insurance, an incentive-based wellness program, flexible spending accounts, company-paid short-term and long-term disability insurance, company-paid life insurance, educational assistance, matching charitable gifts and flexible paid time off.

*Regency Centers is an equal opportunity employer. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, gender identity, sexual orientation, disability, national origin, or protected veteran status. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of background investigation. Regency Centers is a smoke-free workplace. Pre-employment drug screening is required. No recruiters or agencies without a previously signed contract. Only candidates whose profiles closely match requirements will be contacted during this search.

How To Apply:

To be considered for the Administrative Assistant – Property Operations position, please apply online at www.regencycenters.com/careers/
Personal Characteristics:

- High level of professionalism and integrity. Must be trustworthy and able to handle confidential and proprietary information appropriately.
- Strong attention to detail, organization, priority setting and time-management skills.
- Good customer and task focus coupled with interpersonal savvy and perseverance skills.
- Self-motivated, works equally well independently and with a team in a multi-tasking, dynamic, team oriented environment.
- Must have a high energy level with a positive, upbeat attitude.
- Must be conversational and people oriented.
- Capable of precise verbal and written communication, even when under time constraints.
- Must possess excellent problem-solving skills.

Benefits:

We recognize people as our most valuable asset. Our competitive salary and benefits package includes 401K with company match, profit sharing, optional HRA medical insurance, PPO dental insurance and vision-care plan, prescription drug coverage, voluntary supplemental benefits, company-paid short-term and long-term disability and life insurance benefits, flexible paid time-off, educational assistance, and an incentive-based wellness program.

*Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, gender identity, disability, protected veteran status, or national origin. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of background investigation. Regency Centers is a smoke-free workplace. Pre-employment drug screening is required. No recruiters or agencies without a previously signed contract. Only candidates whose profiles closely match requirements will be contacted during this search.*